

COURSE INFORMATION

Course Code:10501

Online Orientation: 2 units 1st 8 weeks Aug 21-Oct 13, 2021

INSTRUCTOR NAME:

LARRY DUMAIS, MCSE



INSTRUCTOR CONTACT INFORMATION:

Email- dumaisl@arc.losrios.edu

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Phone- (916) 484-8854 (Voice Mail)

Office Hours: MTW 2-4:00pm online

COURSE MATERIALS

IMPORTANT: see *SIMnet and Textbook Purchasing Information* sheet on *Canvas* (<https://canvas.losrios.edu>).

SIMnet (required): *SIMnet 2016 – In Practice – Word* or *SIMnet 2016 – In Practice – Access, Excel, PPT, Word* access code

Textbook (optional): Nordell, R. (2017). *Microsoft Office Word 2016: In Practice*. McGraw-Hill Higher Education.
ISBN: 978-1-259-76266-6

Purchasing Instructions: ARC Bookstore or online ([SIMnet https://arclosrios.simnetonline.com](https://arclosrios.simnetonline.com))

COURSE REQUIREMENTS

Prerequisites: *Advisory: CISC 300 General Education:*

GRADING AND EVALUATION

This is a 2-unit course, and your grade is based on the following approximate points:

Online Orientation	20
SIMbook Chapters (12 x ≈50 pts.)	600
Pause & Practice (P&P) Projects (12 x 50 pts.)	600
SIMnet Projects (≈24 x ≈25 pts.)	600
<u>Capstone Projects-Mid-term & Final (2 x 200 pts.)</u>	<u>400</u>
Approximate Total Points	2220

Individual grades and your overall grade is based on the following grading scale:

A	=	100 – 90%
B	=	89 – 80%
C	=	79 – 70%
D	=	69 – 60%
F	=	below 60%

Grades: Grades are available on **Canvas** (<https://canvas.losrios.edu>) and are updated at least once a week. Check your grades regularly and notify me immediately if you have any questions.

COURSE OVERVIEW

Course Description:

This course introduces word processing operations, such as creating, editing, file management techniques, and printing text. Emphasis is on formatting and document production techniques to produce professional business documents used in today's workplace. The course culminates with the study of intermediate level features such as merge, sort, graphics, macros, style, and templates.

Course Information:

This course provides training in word/document processing, which is required for individuals pursuing a career in the business and technology fields. This 3-unit course is included in the following degrees and certificates: Accounting Clerk (Certificate); Administrative Assistant Certificate (Certificate); Administrative Professional (A.A. Degree); Advertising and Sales Promotion (A.A. Degree); Clerical Assistant (Certificate); Law Office Clerical Assistant (Certificate); Office Technology (Certificate); Small Business Management (A.A. Degree); Virtual Administrative Professional (A.A. Degree).

Student Learning Outcomes: *Upon completion of this course, the student will be able to:*

- analyze document requirements
- create business documents that require the integration of text, charts, and/or graphics for distribution or presentation
- design strategies for merging and integrating source data from different applications
- plan and execute strategies for working with multiple documents, templates, macros, and techniques for using and editing pre-designed styles from the Style Gallery
- analyze appropriate layout and design of documents for specific audiences
- solve errors in document formatting and printer faults by changing options and preferences

SIMBOOK AND PROJECTS (see **Assignment Types and Grading** handout on [Canvas](https://canvas.losrios.edu) for additional information)

SIMbook Chapters (<https://arclosrios.simnetonline.com>): For each chapter, you are assigned the SIMbook chapter in SIMnet (50 pts. per chapter). **Complete SIMbook chapters in SIMnet** in the **Assignments** area of SIMnet (not Library). Complete each **Let Me Try** activity in the SIMbook (typically about 20 per chapter). Score is based on the **Let Me Try** activities you complete.

- Carefully read the **SIMbook Info** handout on **Canvas** (<https://canvas.losrios.edu>).

Pause & Practice Projects (P&P): For each chapter, you are assigned the Pause & Practice (P&P) projects in the chapter (50 pts. per chapter). There are typically 3-5 P&P per chapter, and they build on each other. Use one or more student data files available in the SIMbook (<https://arclosrios.simnetonline.com>) to complete these projects. Use the desktop version **Word 2016 or 365** (*don't use the tablet, the online, or a previous version of Word*). **Submit the files in the Assignments area in Canvas** (see page 4-6).

- Carefully read the **Pause & Practice Projects in the SIMbook** handout on **Canvas** (<https://canvas.losrios.edu>).

SIMnet Projects (<https://arclosrios.simnetonline.com>): For each chapter, you are assigned 2 or 3 SIMnet projects (25 pts each). **Complete in SIMnet**—SIMnet projects are started, uploaded, edited, and graded in SIMnet; don't email me these files. Use the **start file** and **instructions** in SIMnet. You have **three attempts** on each project. Use the desktop version **Word 2016 or 365** (*don't use the tablet, the online, or a previous version of Word*).

- Carefully read the **SIMnet Projects Info** handout on **Canvas** (<https://canvas.losrios.edu>).

Capstone Projects: Every four chapters, you are assigned two Capstone projects where you apply the skills you've learned to produce effective documents (100 pts. per Capstone project). The project instructions and data files are available in **Canvas**. Use the desktop version **Word 2016 or 365** (*don't use a previous, tablet, or online version of Word*).

Submit the files in the Assignments area in Canvas - completed project files as described in the project instructions.

Late Work Policy: POLICY ON LATE WORK AND MAKEUP EXAMS:

NO late work will be accepted.

NO makeup quizzes or exams will be given.

NO assignments accepted after the final exam.

DATA FILES, SAVING FILES, AND TURNING IN WORK

Student Data Files: Available on [SIMnet \[https://arclosrios.simnetonline.com\]](https://arclosrios.simnetonline.com).

Naming/Saving Projects: Save each project with the correct filename, which is specified in the project instructions. Use ***your initials followed by the project file name*** to save each document. **See examples below:**

Save as ***[your initials] PP W1-3*** → ***rn PP W1-3*** or Save as ***[your initials] Word 1-3*** → ***rn Word 1-3***

Submitting P&P Projects and Capstone Projects: Submit all assignments for a chapter in ***the Assignment area of Canvas***

Your full name [Status] Chapter #

Email: Check your Los Rios Gmail daily!! Because this is an online course, email is our primary means of communication.

POLICIES AND EXPECTATIONS

Attendance: You are expected to complete the mandatory online orientation. ***Students who do not complete the mandatory online orientation will be dropped.*** You are expected to complete classwork as listed in the syllabus. ***Students who are not regularly (weekly) completing and turning in work will be dropped*** (per LRCCD Board policy, a student may be dropped if he/she misses 6% of the course). Students who neither complete the course nor drop the course will receive a failing grade.

Accommodations: Students with health issues or disabilities that may necessitate intervention or modification to the college educational or physical environment are encouraged to arrange an appointment with the professor the first week of class to discuss these issues so that a plan for meeting these needs can be established.

Emergencies: If you have an emergency and need to contact me, please email or call me. Please contact me prior to assignment due dates. For any problems with Canvas, online information, or courseware, please contact me.

Request for Incomplete: In order for an Incomplete grade to be granted, the following criteria must be met: (1) the student must be earning a C grade or better at the time of the request, (2) the student must have completed at least 75% of the coursework, and (3) there must be an extenuating circumstance that would prevent the student from completing the course during the enrolled semester.

Etiquette Policy: We must show respect to one another at all times. Rudeness and disrespect will not be tolerated in this course. Like any class, we are a community and we need to treat each other with courtesy and respect. Use a courteous, professional, and respectful tone in emails and online postings.

Communication Policy: Communication in this course will take primarily through email messages.

- You are responsible to read all emails I send and can expect 2-3 emails per week.
- **Check your Los Rios Gmail account daily.**
- General course announcements and other course information are emailed at least once a week to your Los Rios Gmail account and available in the *Announcements* area in Canvas.
- Please feel free to email or call me with any questions (gotton@arc.losrios.edu; 916-353-2744 (HOME)).
- Always **use the correct subject line** when emailing me (Your Name | Course Code | Chapter # [if applicable])
- I will respond to emails within 24 hours except on weekends. If you email me late Friday through Sunday, I will respond to your email on Monday.

Technology Expectations: Basic keyboarding, email, and Internet skills. In the course, we use the following technology tools:

- **Email:** Much communication in this course is through email. Check your Los Rios Gmail daily.
- **Canvas** (<https://canvas.losrios.edu>): Canvas is used in this course for information and communication.
- **Microsoft Word:** Use the desktop version **Word 2016 or 365** (don't use the tablet, the online, or a previous version of Word). If you don't have Office 2016 or 365, you can get this software free as an ARC student (use your Los Rios Gmail account when verifying your eligibility):
[Microsoft Office in Education: http://products.office.com/en-us/student/office-in-education](http://products.office.com/en-us/student/office-in-education)
- **SIMnet:** SIMnet is an online learning and assessment tool you use in this course. The SIMbook contains all of the textbook chapters and projects you will need for this course. The SIMnet web site for ARC students is:
<https://arclosrios.simnetonline.com>.

Student Commitment: You should budget adequate time each week to complete all assignments. You are responsible for keeping up with all assignments and projects. Complete all assignments and projects by the due date listed in the syllabus. If you wish to drop the course, **you are responsible for following the proper procedure to drop.** Failure to drop may result in a "F" grade for the course.

Professor Commitment: As your professor, I will follow the course outline as detailed in this syllabus, and should any changes be required I will announce them before the due date. You can expect prompt responses to your questions, comments, and

requests. The best way to reach me is either during office hours or via email. I will grade and return your work in a timely manner.

Academic Integrity: Cheating is the unauthorized giving or receiving of assignments and projects. If someone else completes your assignments and projects, this is also considered cheating. You are solely responsible to complete assignments and projects. *Honesty and integrity are very important in higher education. No credit will be given on any assignment or project on which a student cheats or plagiarizes. Students may be removed from the course if caught cheating.*

COURSE SCHEDULE

Canvas (<https://canvas.losrios.edu>)

SIMnet (<https://arclosrios.simnetonline.com>)

Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Week 1 8/21-29	Online Orientation See instructions on Canvas	Complete Online Orientation Purchase course materials	See CISA 305 – Online Orientation instructions in SIMnet	8/29/21 @11L59 pm
	Office—Intro Chapter—SIMbook <i>Windows 10, Office 2016, and File Management</i>	Additional Instructions— Window 10/Office 2016 in SIMnet	Work through the Additional Instructions in SIMnet <i>There are no files to turn in. This is not a graded assignment.</i>	
	Word—Chapter 1—SIMbook <i>Creating and Editing Documents</i>	SIMbook—Chapter 1	<i>Complete in SIMnet</i>	
	Word—Chapter 1—P&P Projects <i>Creating and Editing Documents</i>	P&P: Word 1-1 P&P: Word 1-2 P&P: Word 1-3	[initials] PP W1-3 Submit in Assignment in Canvas	
	Word—Chapter 1—SIMnet Projects <i>Creating and Editing Documents</i>	Guided Project 1-2 Independent Project 1-6	<i>Graded Projects in SIMnet</i>	
Week 2 8/29 - 9/5	Word—Chapter 2—SIMbook <i>Formatting and Customizing Documents</i>	SIMbook—Chapter 2	<i>Complete in SIMnet</i>	9/5/21 @11:59 pm
	Word—Chapter 2—P&P Projects <i>Formatting and Customizing Documents</i>	P&P: Word 2-1 P&P: Word 2-2 P&P: Word 2-3 P&P: Word 2-4	[initials] PP W2-4 Submit in Assignment in Canvas	
	Word—Chapter 2—SIMnet Projects <i>Formatting and Customizing Documents</i>	Guided Project 2-1 Independent Project 2-4	<i>Graded Projects in SIMnet</i>	
Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Week 3 9/5-12	Word—Chapter 3—SIMbook and P&P Projects <i>Collaborating with Others and Working with Reports</i>	SIMbook—Chapter 3 P&P: Word 3-1 P&P: Word 3-2 P&P: Word 3-3	<i>Complete in SIMnet</i> [initials] PP W3-3 Submit in Assignment in Canvas	9/12/21 @11:59pm
	Word—Chapter 3—SIMnet Projects <i>Collaborating with Others and Working with Reports</i>	Guided Project 3-1 Independent Project 3-5	<i>Graded Projects in SIMnet</i>	
Week 4 9/12-19	Word—Chapter 4—SIMbook and P&P Projects <i>Using Tables, Columns, and Graphics</i>	SIMbook—Chapter 4 P&P: Word 4-1 P&P: Word 4-2 P&P: Word 4-3 P&P: Word 4-4	<i>Complete in SIMnet</i> [initials] PP W4-4 Submit in Assignment in Canvas	9/19/21 @11:59 pm
	Word—Chapter 4—SIMnet Projects <i>Using Tables, Columns, and Graphics</i>	Guided Project 4-2 Independent Project 4-5	<i>Graded Projects in SIMnet</i>	
Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Week 5 9/19-26	Capstone Project 1 Midterm (available in SIMnet)	See instructions in SIMnet	See instructions in SIMnet	9/26/21 @11:59 pm

	Word—Chapter 5—SIMbook and P&P Projects <i>Using Templates and Mail Merge</i>	SIMbook—Chapter 5 P&P: Word 5-1 P&P: Word 5-2 P&P: Word 5-3 P&P: Word 5-4 P&P: Word 5-5	<i>Complete in SIMnet</i> [initials] PP W5-1 template.dotx [initials] PP W5-3b.docx [initials] PP W5-4 merge.docx [initials] PP W5-5 labels merge.docx Submit in Assignment in Canvas	
	Word—Chapter 5—SIMnet Projects <i>Using Templates and Mail Merge</i>	Guided Project 5-3 Independent Project 5-6a Independent Project 5-6b	<i>Graded Projects in SIMnet</i>	
Week 6 9/26-10/3	Word—Chapter 6—SIMbook and P&P Projects <i>Using Custom Styles and Building Blocks</i>	SIMbook—Chapter 6 P&P: Word 6-1 P&P: Word 6-2 P&P: Word 6-3 P&P: Word 6-4	<i>Complete in SIMnet</i> [initials] ARCC styles.dotx [initials] PP W6-4.docx	10/3/21 @11:59 pm
	Word—Chapter 6—SIMnet Projects <i>Using Custom Styles and Building Blocks</i>	Guided Project 6-1 Independent Project 6-6	<i>Graded Projects in SIMnet</i>	
Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Week 7 10/3-10	Word—Chapter 7—SIMbook and P&P Projects <i>Advanced Tables and Graphics</i>	SIMbook—Chapter 7 P&P: Word 7-1 P&P: Word 7-2 P&P: Word 7-3 P&P: Word 7-4	<i>Complete in SIMnet</i> [initials] PP W7-4.docx	10/10/21 @11:59 pm
	Word—Chapter 7—SIMnet Projects <i>Advanced Tables and Graphics</i>	Guided Project 7-3 Independent Project 7-4	<i>Graded Projects in SIMnet</i>	
Week 8 10/10-13	Word—Chapter 8—SIMbook and P&P Projects <i>Using Desktop Publishing and Graphic Features</i>	SIMbook—Chapter 8 P&P: Word 8-1 P&P: Word 8-2 P&P: Word 8-3 P&P: Word 8-4	<i>Complete in SIMnet</i> [initials] PP W8-4.docx	10/13/21 @11:59 pm
	Word—Chapter 8—SIMnet Projects <i>Using Desktop Publishing and Graphic Features</i>	Guided Project 8-3 Independent Project 8-4	<i>Graded Projects in SIMnet</i>	
	Capstone Projects 3 - Final (available in SIMnet)	See instructions in SIMnet	See instructions in SIMnet	10/13/21 @11:59 pm