# AMERICAN RIVER COLLEGE
Business & Computer Science
Spring 2017 1st eight weeks ~ online
Section: 10508 & 10707

DESCRIPTION| STUDENT LEARNING OUTCOMES|
COMMUNICATION| GRADING| COURSE DETAILS| SCHEDULE OF ASSIGNMENTS

Course:	CISA 305 Beginning Word – 2 units 1/14/17 - 3/13/17
Software:	WORD 2016
Instructor:	Janet Brecher
Office Hours	Monday 8:00 -9:00 a.m. Tuesday 11:00 - noon Wednesday 8:00 - 9:00 a.m. Thursday 8:00 - 9:00 a.m. online Friday 8:00 – 9:00 a.m. online
Office Location	Liberal Arts 133 #8
Mandatory Online Orientation	Online 1/13/17 -1/17/17 till 11:59 p.m.
Phone, Website & Email:	484-8738 http://ic.arc.losrios.edu/~brechej/ & brechej@arc.losrios.edu
Required Textbook	WORD 2016 + EBK +WRKBK + SNAP LEVEL 1&2 Benchmark Series Author RUTKOSKY Edition 2017 Published Date 2017 ISBN 9780763872359 Publisher EMCP ~ Authors: Rutkosky & Roggenkamp SNAP code (required) free with NEW textbook bundle & Word 2016 (no other version will work)
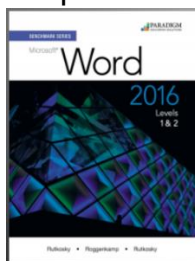
COURSE DESCRIPTION: This course is designed to give students an introduction to the WORD application software program in a Windows environment. The course introduces word processing operations such as creating, editing, file management techniques, and printing text. Emphasis is on formatting and document 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.

PREREQUISITES: NONE - advisory CISC 300

STUDENT LEARNING OUTCOMES:

Upon completion of the 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

COURSE DETAILS:
Presentation/Communication: Since this is an online course communication will occur through weekly News announcements, Discussion topics, email, feedback on your papers, and your participation and interaction with the material on the course website. The best way to get help is to ask your fellow students in D2L (online classroom) under the discussion board named "help". Discussion Board participation is required (one post each week).

Laboratory Hours & Assistance: Students may obtain lab assistance during non-class hours in the lab located at the American River College Campus in room 152. Be sure to check with the lab for available hours. Lab assistance does not include tutoring. Please remember that the Business 152 lab is for Business coursework only. If you need tutoring please contact the Learning

Resource Center or check out LAB 152 for Word tutoring hours (will post this in D2L class materials).

Reading: Please follow the Assignment Schedule which has the appropriate chapter reading prior to the start of the homework. It is assumed that the chapter reading includes working through the chapter exercises.

Assignments: In order to do your homework, it is expected by the first day of class all students will have a reliable Internet connection, access to a computer that has WORD 2016 software, the textbook plus Workbook (Level 1 & 2) and the SNAP activation code (free with the purchase of the class textbook). The SNAP enrollment key (needed when registering with SNAP) will be found in D2L "Welcome" message.

A typical week in this class requires two chapters of work to be covered. A face-to-face class in Word would be two days a week for 3 hours of lecture and 3 hours of lab. The college guide is, each hour of lecture there is 2 hours of homework so an additional 3 hours per week would be required outside the class meetings. During the week the student will:

- watch & complete SNAP tutorials - Guide & Practice – must be completed using the SNAP player
- answer questions on Word features – Concept Exams - must be completed using the SNAP player
- submit a completed Word document – Chapter Assessment found in the Workbook – specific assessment will be posted in D2L – Content Area and when completed to be placed in D2L dropbox
- post in the class Discussion Board in D2L

SNAP: Do not wait till the last minute to get started using SNAP. All students must download the SNAP player and more detailed information will be found in D2L. You can start right now becoming familiar with SNAP (see below). I have just downloaded the SNAP player on two computers and had no issues doing this. It does take a few minutes so once again do NOT wait to the last minute to do this.

http://www.snap2016help.com/

- Taking a Lesson
- Create a user Profile and Install the SNAP

Player
- Taking a Project or Exercise Exam ⬚ Step-by-Step Guide to:
  - System Requirements Windows
  - System Requirements Mac OS X

For SNAP support please use the contact information & Student Resources inside SNAP.

ABOUT the ASSIGNMENTS & EXAMS:

- Each week you will have work due from SNAP (using the SNAP player -- shortcut should be on your desktop) & the textbook/workbook.
- A Schedule of Chapters & Homework can be found at the end of this document. More detailed information will be found in D2L in the Content - Chapter Homework. YOU MUST READ THIS EACH WEEK for detailed information on SNAP & Textbook/workbook assignments.
- SNAP will have scheduled, on a weekly basis, materials available with the appropriate due date. Please follow the schedule provided in SNAP & D2L (Syllabus). Work is made available for one week.
- All assignments will be available in SNAP (unless other directions are provided) on Wednesday at 6 a.m. and will close the following Tuesday at 11:55 p.m.
- SNAP is free with the purchase of a NEW course textbook at the ARC bookstore. Make sure you pick the book that has the SNAP code as part of the bundle.
- The data files required for the Chapter Assessments (required homework found in the workbook) may be found at the e-book, which you have access to or can be found in D2L – Content Area - Chapter Homework & Review PLUS Additional Instructions
- You will have THREE attempts for completing the tutorials – called "Training" in SNAP. There are TWO pieces -- Guided & Practice and you have 3 attempts to complete the "practice" part (during the timeframe for the chapters). Please check in D2L – Content Area for total due each week. There are 2 modules for each chapter so do not overlook all the training.
- You will have one attempt on the Concept Exam (time limit is 10 minutes with 10 questions)

- You will have one attempt on the Chapter Skills Assessment which is activity based.
- You will only have one attempt for the final. The final will be available for three days at the end of this course.
- You will have seven days to complete all assigned activities for the week.
- No late work will be accepted.
- No extra points will be offered in the class so do not fall behind.
- SNAP will close 3/7/17
- If you need ANY assistance using SNAP, you must contact SNAP - information in D2L & at http://www.snap2016help.com/

It is expected that for the duration of the class all students will have the mentioned components and if for some reason one of these components fails you will make the necessary arrangements to stay on task. Contacting the Instructor asking to make up the first few class assignments due to lack of the required materials will not be granted. Please keep in mind that Lab 152 & the Learning Resource Center have the software (Word 2016) available for this course & the Library (reserve desk) has a textbook for a few hours to use.

Independent Work Policy: Students are expected to do their own work. You may discuss assignments and problems with other students. However, once you have talked things over, do your own work. Copying is not permitted and penalties for doing so will be severe for all parties involved. In WORD I can check and "see" who is using the same files, so do your own work! If I suspect, you are copying from another student you will be given a ZERO for that assignment module.

Assignments and Exams are designed to measure the progress of individual students.   Collaborative work in groups of two or more is prohibited unless the instructions specifically state otherwise.

A student must not copy another student's work or import work from another student. Do not allow another student to copy your work. Your work must be independent. Failure to work independently will result in all violator's grades being reduced to zero for that lab, project, task, assignment or exam. Second offense of this policy will be referred to the Area Dean for administrative action.

Online Testing Privilege: Participation in online examinations is a privilege. When a student submits a lab, project, task, assignment, or exam that appears to violate the independent work policy the instructor retains the

right to revoke the online exam privilege and direct the student to the American River College Computer Science Lab 152 for on-site testing.

Policy on Cheating: As noted in the ARC Information on Plagiarism and Academic Dishonesty document, "All students enrolling at American River College assume an obligation to abide by all College regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/2440 Standards of Conduct and Due Process."** If it is determined by the instructor that a student has stolen or passed off the ideas or document files (assignments or tests) of another as their own, they will be subject to strict disciplinary actions and penalties. These actions and penalties may include the following: "suspension by a college administrator or designee (E.C. 7603 1) from one or more classes for a period of up to 10 days of instruction; 2) one or more classes for the remainder of the school term; or 3) all classes and activities of the community college for one or more terms."**

Attendance/Participation Policy: In a traditional class, a student can be dropped from the course if his/her absences equal one more than the number of times a class meets in a week. Because this class does not meet face-to-face, but includes assignments which must be turned in weekly, I will base attendance on whether I receive assignments from a student within a two-week period. If I do not receive assignments (or any communication, e.g., email or voice mail) during a two-week period, a student may be dropped from the class & removed from D2L. If it becomes necessary to drop the class, it is your responsibility to contact the Records Office and complete the necessary forms.

COMMUNICATION:

Email: Everyone needs to access their Los Rios Gmail account to receive any college email. Sign into:

https://apps.losrios.edu/login.html to access it. I will be emailing throughout the semester with reminders, clarifications and updates. It is important that you read this carefully and frequently. You are responsible for all email received. In sending an email you must use proper grammar, punctuation and capitalize "I". Any email not following this will be deleted and not read. I suggest strongly on any email you send to me you cc yourself and always have a copy to refer to. In the subject line of all email sent make sure to include class name|your last name|topic(i.e. HELP).

News Area: This is found when you log in to our class in D2L. Please read this each time you log in since new information will be posted there frequently.

Response Time: I check my email during the day (Monday - Friday) ONCE a day. I try to respond to your questions within 24 hours. All assignments that are completed in SNAP will be automatically graded and grades will be available after you complete the assignment. Questions will not be released until after the due date. SNAP will initially grade your material, this will be then reviewed and grades will be released and a subtotal will be posted in D2L at the end of the course. Chapter Assessments placed in the D2L dropbox will be graded and comments posted within one week from the due date.

Discussion Boards: We will be using the Discussion Board in D2L. All students are expected to post & respond to the discussion board at least once a week. Posting eight times in week seven will count as ONE post. In the "HELP" board you will need 8 posts (minimum) to receive the full points available. This discussion board will remain open till the week closes (Tuesday - 11:55 p.m.) unless otherwise posted. After the assignment due date, you still can read the discussion board posts for reference but will not be able to make a post for that week. If you have no questions to ask and/or see no opportunity to HELP you may post a comment about something exciting that you have learned. Asking a question on a due date (material that can be easily found in class materials) although it might be helpful is not the type of questions that will earn points for that week. The discussion board closes before the final exam starts.

The HELP discussion board is (start here first to get help with a problem in Word) where you get HELP and give HELP! The HELP discussion board will be monitored by the Instructional Assistant and the Instructor. If after 24 hours you do not get help you may then contact me via email. Don't forget you can always stop by my office during office hours for help or visit Lab 152 and use their tutoring service (hours will be posted in D2L).

TESTING: There will be a final exam, which will be comprehensive. All testing will be based on the text and familiarity with features and commands that have been covered.

ACCOMMODATIONS: Students who may need an academic accommodation based on the impact of a disability and who require instructional, curricular, or test accommodations are responsible for making such needs known to the instructor as early as possible. Every possible effort will be made to accommodate students in a timely and confidential manner. Individuals who request accommodations must be registered with the Office of

Disabled Students Programs and Services, which authorizes accommodations for students with disabilities.

Contact the office by phone: 916.484.8382, email:

peterst@arc.losrios.edu, or video phone: 916.484.8798, on Monday, Thursday, or Friday between 8 a.m. and 5 p.m. or on Tuesday and Wednesday during the extended hours between 8 a.m. and 7 p.m. Please get this paperwork to me quickly. There are many individual settings that have to be adjusted and this takes time.

GRADING:

The final grade in this course will be based on the following components:

SNAP (closes 3/7/17)- Tutorials, Concept Exams, & Chapter Skills Assessment	462
Discussion Board in D2L (1 post each week in HELP area) 8 posts 80	80
Online Orientation - in D2L ~ 1 quiz	20
Final exam due by 3/10/17	200
Total points - might vary by 15 points due to SNAP material not available	**762**

No late work accepted on these assignments.

Final grade is determined based on points earned. 100 - 90% of total point value A, 80 - 89% B, 70 - 79% C, 60 - 69% D, under 60% F

SCHEDULE OF ASSIGNMENTS & EXAMS -Chapter Overview and details can be found in D2L in the Content Area. **You must look there each week.**

Chapter Reading	Homework - SNAP & D2L closes at 11:55 p.m.	Point Value	Due Date
Online Orientation	Mandatory Online Orientation in D2L ~ ALL students must take this quiz to remain in the class by the due date specified or you will be drop from the course	20	1/17 Tuesday at 11:59 p.m.
Read Level 1 – Getting Started & Chapters 1 & 2	Complete instructions can be found in D2L – Content Area	69	1/24
Read Level1 Chapters 3 & 4	Complete instructions can be found in D2L – Content Area	68	1/31
Read Level 1 Chapters 5 & 6	Complete instructions can be found in D2L - Content Area	79	2/7
Read Level 1 Chapters 7 & 8	Complete instructions can be found in D2L – Content Area	77	2/14
Read Level 2 Chapters 1 & 2	Complete instructions can be found in D2L - Content Area	65	2/21
Read Level 2 Chapters 4 & 5	Complete instructions can be found in D2L – Content Area	66	2/28

Chapter Reading	Homework - SNAP & D2L closes at 11:55 p.m.	Point Value	Due Date
Read Level 2 Chapter 6 SNAP closes	Complete instructions can be found in D2L – Content Area	38	3/7
Final Exam - **The final exam will be on all of the above chapters covered.**	Complete instructions can be found in D2L - Content	200	Available 3/8 – 3/10
No late work can be accepted on the assignments above. This includes the final exam.			

   PLEASE only submit the work requested. There is NO extra credit for this class. It is very important you do not fall behind.

ALL WORK SUBMITTED MUST BE CREATED DURING THE TIMEFRAME FOR THIS CLASS.