BUSTEC 310 [ONLINE]
INTRODUCTION TO WORD/INFORMATION PROCESSING   FALL 2022

COURSE INFORMATION

Course Code: 12238
Online Orientation: Due *Thursday, August 25* by midnight
Location: Online: please *check your Los Rios Gmail daily* for detailed instructions and information.

PROFESSOR INFORMATION

Professor: Dr. Randy Nordell
Phone: 916-484-8140
Email: nordelr@arc.losrios.edu
Website: Dr. Nordell's web site [http://ic.arc.losrios.edu/~nordelr/]
Canvas: Canvas [https://canvas.losrios.edu]
SIMnet: SIMnet [https://arclosrios.simnetonline.com]
Office: Howard Hall 136
Office Hours: Monday – Friday: 8-9 a.m. (Zoom); or by appointment

COURSE MATERIALS

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

SIMnet (required): *SIMnet 365/2019 – In Practice, Nordell – Word* – eCommerce (ISBN: 9781260818635) **or**
SIMnet 365/2019 – In Practice, Nordell – Access, Excel, PPT, Word – eCommerce (ISBN: 9781260818444)

Software: Microsoft Office 365 or 2019 (get Office 365 free through Office 365 Education: https://www.microsoft.com/en-us/education/products/office)

Textbook (optional): Nordell, R. (2020). *Microsoft Office Word 365: In Practice, v. 2019*. McGraw-Hill Higher Education. ISBN: 9781260818185

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

COURSE REQUIREMENTS

Prerequisites: None   **Advisory**: BUSTEC 100.1 or 300.1 with a grade of "C" or better

GRADING AND EVALUATION

This is a 3-unit course, and your grade is based on the following categories and percentages:

SIMbook Chapters (12)	15%
Pause & Practice (P&P) Projects (12)	25%
SIMnet Projects (24)	30%
Capstone Projects (3)	30%

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 in *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 is a review of basic word/information processing and introduces intermediate and advanced formatting for correspondence, tables, reports, newsletters, and other business-related documents. It emphasizes formatting and document production techniques to produce professional business documents used in today's workplace. Intermediate and advanced word processing topics include tables, columns, themes and styles, merge, graphics, macros, collaboration, and templates.

Course Information: This course provides intermediate/advanced training in word/document processing, which is required for individuals pursuing a career in the business technology fields. This course is 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); Business Information Worker (Certificate); Entrepreneurship (A.A. Degree);

Law Office Clerical Assistant (Certificate); Office Technology (Certificate); Small Business Management (A.A. Degree); Technical Communications (Certificate); Virtual Administrative Professional (A.A. Degree).

Student Learning Outcomes: *Upon completion of this course, the student will be able to:*
- utilize word processing features to create, edit, preview, save, and print documents.
- manage files and folders.
- create business letters, personal business letters, memorandum, and reports.
- analyze document content and make accurate decisions regarding layout, accessibility, production, and distribution.
- use formatting tools such as columns, tables, borders and shading, color, symbols, charts, graphics, and text boxes to enhance the appearance of business documents.
- assemble documents using appropriate word processing functions, including headers/footers, styles, templates, comments, table of contents, merging, and indexing.
- verify document accuracy using proofreading and editing tools.

SIMBOOK AND PROJECTS (see *Assignment and Grading* handout in *Canvas* for additional information)

SIMbook Chapters: For each chapter, you are assigned the SIMbook chapter in SIMnet.
- Watch the *Completing a SIMbook* tutorial video in *Canvas*.
- **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).
- Your score is based on the *Let Me Try* activities you complete.

Pause & Practice Projects (P&P): For each chapter, you are assigned the Pause & Practice (P&P) projects in the chapter.
- Watch the *Completing Pause & Practice Projects* tutorial video in *Canvas*.
- There are typically 3-5 P&P projects per chapter, and they build on each other.
- Use one or more student data files available in the SIMbook to complete these projects.
- Use the desktop version *Word 365 or 2019 (don't use the tablet, the online, or a previous version of Word)*.
- *Upload to Canvas* the completed P&P file(s) listed in the *Files to Submit* column in your syllabus (see pages 4-5).
- I grade these and return them to you in Canvas.

SIMnet Projects: For each chapter, you are assigned two or three SIMnet projects.
- Watch the *Completing a SIMnet Project* tutorial video in *Canvas*.
- **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 365 or 2019 (don't use the tablet, the online, or a previous version of Word)*.

Capstone Projects: Every four chapters, you are assigned a Capstone project where you apply the skills you've learned to produce effective documents.
- The project instructions and data files are available in *SIMnet* or *Canvas*.
- Use the desktop version *Word 365 or 2019 (don't use a previous, tablet, or online version of Word)*.

> **Late Work Policy**: SIMbook chapters and projects are accepted up to *one week late* with a *20% deduction* if not completed/turned in by the due date. *No work is accepted if more than one week late*.
> *The final Capstone Project is not accepted late*.

DATA FILES, SAVING FILES, AND EMAIL

Student Data Files: Available in SIMnet [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*

Email: *Check your Los Rios Gmail daily!!* Because this is an online course, email is our primary means of communication. When you send me an email, please use the following information in the subject line:

Your full name | 12238 | Chapter #

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 earn 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 always show respect to one another. 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 for all information presented in class announcements and emails I send.
- ***Check your Los Rios Gmail account daily***.
- General course announcements and other course information are emailed to your Los Rios Gmail account and available in the ***Announcements*** area in ***Canvas*** (https://canvas.losrios.edu).
- Please feel free to email or call me with any questions (nordelr@arc.losrios.edu; 916-484-8140).
- 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.
- I typically stop answering emails around 4 pm. If you email me after 4 pm, I'll answer your email the following day.

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 365 or 2019*** *(don't use the tablet, the online, or a previous version of Word)*. If you don't have Microsoft Office, you can get this software free as an ARC student (use your Los Rios Gmail account when verifying your eligibility):
  Office 365 Education: https://www.microsoft.com/en-us/education/products/office
- ***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 are going absent and miss assignments, contact me in advance. 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 send written notification before the due date. You can count on my availability during office hours, and 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. I will ask you to meet with me and may refer you to the Dean of Business and Computer Science for possible disciplinary action.***

COURSE SCHEDULE

Canvas (https://canvas.losrios.edu) ● SIMnet (https://arclosrios.simnetonline.com)

Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Aug. 20-25	Online Orientation See instructions in Canvas	Complete Online Orientation Purchase course materials	See **BUSTEC 310 – Online Orientation** instructions in Canvas	Aug. 25, Th
Aug. 26-29	**Office—Intro Chapter—SIMbook** *Windows 10, Office 365/2019, and File Management*	Office: Intro Chapter—Additional Instructions in Canvas	Read the **Additional Instructions** in Canvas and complete the **SIMbook - Intro Chapter** *Complete in SIMnet*	Aug. 29, M
Aug. 30-Sept. 1	**Word—Chapter 1—SIMbook** *Creating and Editing Documents*	SIMbook—Chapter 1	*Complete in SIMnet*	Sept. 1, Th
Sept. 2, F	*Last day to drop to qualify for all fee refunds*			
Sept. 4, Su	*Last day to enroll; Last day to drop without notation on record*			
Sept. 5, M	*Labor Day holiday—College closed*			
Sept. 2-8	**Word—Chapter 1—P&P Projects** *Creating and Editing Documents*	P&P: Word 1-1 P&P: Word 1-2 P&P: Word 1-3	*[initials] PP W1-3*	Sept. 8, Th
Sept. 9-12	**Word—Chapter 1—SIMnet Projects** *Creating and Editing Documents*	SIMnet Project 1-2 SIMnet Project 1-4	*Graded Projects in SIMnet*	Sept. 12, M
Sept. 13-15	**Word—Chapter 2—SIMbook** *Formatting and Customizing Documents*	SIMbook—Chapter 2	*Complete in SIMnet*	Sept. 15, Th
Sept. 16-19	**Word—Chapter 2—P&P Projects** *Formatting and Customizing Documents*	P&P: Word 2-1 P&P: Word 2-2 P&P: Word 2-3 P&P: Word 2-4	*[initials] PP W2-4*	Sept. 19, M
Sept. 20-22	**Word—Chapter 2—SIMnet Projects** *Formatting and Customizing Documents*	SIMnet Project 2-1 SIMnet Project 2-4	*Graded Projects in SIMnet*	Sept. 22, Th
Sept. 23, F	*Last day to petition for Pass/No Pass*			
Sept. 23-26	**Word—Chapter 3—SIMbook and P&P Projects** *Collaborating with Others and Working with Reports*	SIMbook—Chapter 3 P&P: Word 3-1 P&P: Word 3-2 P&P: Word 3-3	*Complete in SIMnet* *[initials] PP W3-3*	Sept. 26, M
Sept. 27-29	**Word—Chapter 3—SIMnet Projects** *Collaborating with Others and Working with Reports*	SIMnet Project 3-1 SIMnet Project 3-5	*Graded Projects in SIMnet*	Sept. 29, Th
Sept. 30-Oct. 3	**Word—Chapter 4—SIMbook and P&P Projects** *Using Tables, Columns, and Graphics*	SIMbook—Chapter 4 P&P: Word 4-1 P&P: Word 4-2 P&P: Word 4-3 P&P: Word 4-4	*Complete in SIMnet* *[initials] PP W4-4*	Oct. 3, M
Oct. 4-6	**Word—Chapter 4—SIMnet Projects** *Using Tables, Columns, and Graphics* What I Learned (extra credit)	SIMnet Project 4-2 SIMnet Project 4-5 Discussion in Canvas	*Graded Projects in SIMnet* What I Learned—Chs. 1-4 (EC)	Oct. 6, Th
Oct. 7, F	*Last day to petition for Spring graduation*			
Oct. 7-10	***Word Capstone Project (Ch. 1-4)***	Word Capstone Project (Chs. 1-4)	*Graded Project in SIMnet*	Oct. 10, M
Oct. 11-13	**Word—Chapter 5—SIMbook and P&P Projects** *Using Templates and Mail Merge*	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	*Complete in SIMnet* *[initials] PP W5-1 template.dotx* *[initials] PP W5-3b.docx* *[initials] PP W5-4 merge.docx* *[initials] PP W5-5 labels merge.docx*	Oct. 13, Th
Oct. 14-17	**Word—Chapter 5—SIMnet Projects** *Using Templates and Mail Merge*	SIMnet Project 5-3 SIMnet Project 5-6a SIMnet Project 5-6b	*Graded Projects in SIMnet*	Oct. 17, M

Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Oct. 18-20	**Word—Chapter 6—SIMbook and P&P Projects** *Using Custom Styles and Building Blocks*	SIMbook—Chapter 6 P&P: Word 6-1 P&P: Word 6-2 P&P: Word 6-3 P&P: Word 6-4	*Complete in SIMnet* *[initials] ARCC styles.dotx* *[initials] PP W6-4.docx*	Oct. 20, Th
Oct. 21-24	**Word—Chapter 6—SIMnet Projects** *Using Custom Styles and Building Blocks*	SIMnet Project 6-1 SIMnet Project 6-6	*Graded Projects in SIMnet*	Oct. 24, M
Oct. 25-27	**Word—Chapter 7—SIMbook and P&P Projects** *Advanced Tables and Graphics*	SIMbook—Chapter 7 P&P: Word 7-1 P&P: Word 7-2 P&P: Word 7-3 P&P: Word 7-4	*Complete in SIMnet* *[initials] PP W7-4.docx*	Oct. 27, Th
Oct. 28-31	**Word—Chapter 7—SIMnet Projects** *Advanced Tables and Graphics*	SIMnet Project 7-3 SIMnet Project 7-4	*Graded Projects in SIMnet*	Oct. 31, M
Nov. 1-3	**Word—Chapter 8—SIMbook and P&P Projects** *Using Desktop Publishing and Graphic Features*	SIMbook—Chapter 8 P&P: Word 8-1 P&P: Word 8-2 P&P: Word 8-3 P&P: Word 8-4	*Complete in SIMnet* *[initials] PP W8-4.docx*	Nov. 3, Th
Nov. 4-7	**Word—Chapter 8—SIMnet Projects** *Using Desktop Publishing and Graphics* What I Learned (extra credit)	SIMnet Project 8-3 SIMnet Project 8-4 Discussion in Canvas	*Graded Projects in SIMnet* What I Learned—Chs. 5-8 (EC)	Nov. 7, M
Nov. 8-10	***Word Capstone Project (Ch. 5-8)*** (available in Canvas)	See instructions in Canvas	See instructions in Canvas	Nov. 10, Th
Nov. 11, F	*Veteran's Day holiday—College closed*			
Nov. 11-14	**Word—Chapter 9—SIMbook and P&P Projects** *Working Collaboratively and Integrating Applications*	SIMbook—Chapter 9 P&P: Word 9-1 P&P: Word 9-2 P&P: Word 9-3 P&P: Word 9-4	*Complete in SIMnet* *[initials] PP W9-4 merged.docx*	Nov. 14, M
Nov. 15, T	*Last day to drop with "W" notation*			
Nov. 15-17	**Word—Chapter 9—SIMnet Projects** *Working Collaboratively and Integrating Applications*	SIMnet Project 9-3 SIMnet Project 9-4	*Graded Projects in SIMnet*	Nov. 17, Th
Nov. 18-21	**Word—Chapter 10—SIMbook and P&P Projects** *Automating Tasks Using Templates and Macros*	SIMbook—Chapter 10 P&P: Word 10-1 P&P: Word 10-2 P&P: Word 10-3 P&P: Word 10-4	*Complete in SIMnet* *[initials] PP W10-3.docm* *[initials] PP W10-4 template.dotm*	Nov. 21, M
Nov. 24-27	*Thanksgiving Recess—College closed*			
Nov. 22-28	**Word—Chapter 10—SIMnet Projects** *Automating Tasks Using Templates and Macros*	SIMnet Project 10-1 SIMnet Project 10-4	*Graded Projects in SIMnet*	Nov. 28, M
Nov. 29- Dec. 1	**Word—Chapter 11—SIMbook and P&P Projects** *Working with Forms and Master Documents*	SIMbook—Chapter 11 P&P: Word 11-1 P&P: Word 11-2 P&P: Word 11-3 P&P: Word 11-4	*Complete in SIMnet* *[initials] PP W11-3 form.dotx* *[initials] PP W11-3.docx* *[initials] PP W11-4.docx*	Dec. 1, Th
Dec. 2-5	**Word—Chapter 11—SIMnet Projects** *Working with Forms and Master Documents*	SIMnet Project 11-2 SIMnet Project 11-6	*Graded Projects in SIMnet*	Dec. 5, M
Dec. 6-8	**Word—Chapter 12—SIMbook and P&P Projects** *Customizing Word and Using OneDrive and Office Online*	SIMbook—Chapter 12 P&P projects: see additional instructions in Canvas.	*Complete in SIMnet* P&P projects: see additional instructions in Canvas	Dec. 8, Th
Dec. 9-12	***Word Capstone Project (Ch. 9-12)*** ***Word 365/2019 – Level 4 Black Belt – Credential Exam (optional)***	If you have an "A", you are excused from the final project.	See instructions in Canvas *Complete Credential Exam in SIMnet*	**Dec. 12, M** ***No late work accepted***