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## CS 60.11B – Microsoft Word, Part 2

### Spring 2021 – Section 6090

### Course Syllabus

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### Welcome

This page will tell you important information about the class and how you can be a successful online student.

You will find this eight-week online course to be fun as well as packed full of information. Since this is a quick course, the organization of the course has been made as simple as possible.

Each week, you should follow the directions on the weekly assignment page, which generally follow this pattern:

1. Read the textbook lesson for the week
2. View any video materials
3. Read the instructor's notes
4. Submit assignment(s) for the week
5. Take the online quiz
6. Post your comments in the Message Forum discussion area when required

### Instructor Information

#### **Pamela Darling-Facio**

Email: [pdarling-facio@santarosa.edu](mailto:pdarling-facio@santarosa.edu)

Phone: 707-527-4999, ext. 9600

Online Office Hours: Wednesdays 5:00 – 7:00 pm and Fridays 9:00 – 10:00 am

The best way to reach me is via the [Canvas Inbox](#). I respond to emails with 24 hours.

### Course Description

This course is designed to increase productivity in Microsoft Word by using advanced features and formats.

#### [CS 60.11B – Course Outline of Record](#)

Duration: March 29 – May 21 (8 weeks)

Units: 1.5

Grade Code: Graded course with P/NP option

Prerequisite: CS 60.11A – Microsoft Word, Part 1

### Course Objectives

Upon completion of course, students will be able to:

- Manage and share documents.
- Design advanced documents.

- Create advanced references.
- Create custom Word elements.

### **Student Learning Outcomes**

Students will be able to:

- Use advanced features of Microsoft Word to create long and complete documents.
- Use advanced editing and formatting techniques.

### **Class Meetings**

This class is taught 100% online and there are not required in-person meetings.

### **Attendance**

Although this is an online course, your "attendance" in class is mandatory. The factors that make up "attendance" include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP (Pass/No Pass) grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not submitted assignments or contacted me by April 8 will be dropped by the instructor as No Shows.

### **Learning Management System**

Students will use the Canvas course web site for assignment instructions, submitting assignments, sharing resources, and viewing grades.

### **Textbook**

There is required text in this class and it would not be possible to complete the class without the text. The same text is used in CS 60.11A. If you have your text from Word, Part 2, you can continue to use that text in this course. You can purchase or rent the text. You can also choose the digital option.



### **Illustrated Microsoft Office 365 & Word 2016: Comprehensive Text**

Author: Duffy

Publisher: Course Technology

ISBN: 978-130-587-830-3

If you are using the 2019 version of Word, you should purchase the 2016 textbook.

## **Textbook Purchases at SRJC Bookstore**

Online students can request the SRJC Bookstore mail their texts to their home via UPS.

Online students can also purchase the text at the book store in Santa Rosa or Petaluma. If a text is not in the Petaluma bookstore, ask personnel there to request it on the next delivery from Santa Rosa.

Locate and order textbooks online from the [Santa Rosa Junior College Bookstore](#).

## **Online Purchases**

You can also order online from the publisher, but be sure you allow adequate time for delivery!

1. Visit the publisher's website at [Cengage Learning](#) Web Site
2. Type the ISBN shown above in the search box and click Search.
3. Follow the instructions to add the item to your cart and complete the checkout process.

## **Reserve**

The textbook for this course is on reserve in the Santa Rosa Library with a two-hour time limit. The book may be checked-out within the library only. In order to check out a reserved book, bring Student ID.

- Call number for the 2016 version: HF5548.4.M525 D8286 2017

## **Required Software**

To be successful in the class, you will need to have access to Microsoft Word 2016. Microsoft Startup is not the same program and will not work in this class. You may use the Mac version of Word to complete this class but you will encounter some differences and many tasks may be challenging. We recommend that you use the Windows version of Word. You can use the 2019 version of Microsoft Word.

Microsoft's Office 365 suite is available to all currently enrolled SRJC students. With Office 365, students can download and install the latest version of Office Suite (2016) and OneDrive storage on up to 5 personal devices. You can install on your home PC or Mac or laptop and any other devices such as: iPhone, iPad, Surface. [O365 for Students](#)

Students will also need Adobe Reader. You can download a free version of Adobe Reader from [Adobe Reader](#) website.

## **Computer Labs**

Word is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. In Petaluma you will use the computer lab in Call Hall. Microsoft Office 2016 is installed on the computers.

**NOTE:** Due to COVID-19, computer labs may not be open and/or may have reduced hours. Please check the lab schedule before attempting to work on campus.

## Important Dates

- March 29 - Class begins
- April 3 - Last day to drop with a refund
- April 8 - Last day to drop without a W
- April 14 - Last day to opt for Pass/No Pass
- May 7 - Last day to drop with a W
- May 21 - Last day of class

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

## Tests and Exams

There will be weekly quizzes based on information in the text, lecture notes, and assignments. There is no final exam in this course.

You must take the quizzes by the deadlines; quizzes cannot be submitted late. The computer turns off the tests at midnight of the due date; however, if you are in the middle of the test at midnight, the computer will allow you to submit the quiz. No makeup of quizzes is allowed. If a quiz is not taken, "0" points will be assigned.

You may take the quiz more than once but your first submission will be the graded submission so please do not hit Enter until you have completed the quiz. If you click the quiz link and open the quiz you must take it! You cannot open the quiz, close it and then reopen it without incurring a penalty.

Unless you have a notice of accommodation from Disability Resources, you will have 20 minutes to complete the quiz. There is no timer in the quiz so you will need to watch your time. Be sure you have time to complete it before you click the link below. Again, once you click on the quiz link you must complete the quiz.

Most questions must be manually graded so don't panic when you don't see points for a question that is correct. I only have the ability to insert a few correct choices but rest-assured, I will look at each and every question before submitting the final grade for the week. You will know when I have entered the final grade because I will leave a comment in the quiz for you.

There will be videos and online resources included each week. The videos are not required, but are very informative.

## Grading

Assignments are worth 5 or 10 points each and will be individually graded according to mailability standards. Rather than pass or fail, this grading system is based on mailability or try again. Mailability means that I feel comfortable sending your document in the mail with my name on it.

The following scale will be used:

- A = 5 or 10 = Perfect
- A = 4.5 or 9 = Mailable. Minor error in formatting; document could be mailed.
- B = 4 or 8 = Acceptable. Two minor errors in formatting; document could be mailed.
- C = 3.5 or 7 = Three minor errors or a typo or formatting error that that could be corrected.
- D = 3 or 6 = See \* below. More than three errors. Spelling or content error. Instructions not followed.
- F = 0 = Assignment not turned in.

\* Any assignment with 3/6 points or less (D grade) may be revised and resubmitted.

If the document is resubmitted and is perfect, 3.5/7 points (C grade) will be awarded. You only have one chance to redo your assignment. If you redo an assignment and make errors on the assignment that you are redoing, the initial grade will remain. All resubmitted work must be submitted before the next week's assignments are due. If the deadline is missed, the initial grade will remain.

## Final Grades

Visit the "Grades" in Canvas to keep track of your grades. I grade several times each week and post grades and comments on the online Canvas gradebook.

All assignments, discussions, quizzes, and projects will be assigned a point value. Your final grade will be weighted based on the following categories:

- Assignments and Discussions – 50%
- Quizzes – 20%
- Final Project – 30%

Grades will be assigned as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 59 %

***All students are expected to do their own work and save documents to their individual disk. Students copying or claiming the work of others as their own will be given an F (zero points) for the assignments.***

## **Late Policy**

All assignments are due by midnight on the due date shown in the Modules link. You can submit an assignment before the due date, but, if you submit an assignment after the due date, a 10% penalty will be deducted from the points possible for each day the assignment is late. Assignments will not be accepted after the last day of class for ANY reason. All quizzes must be submitted by the due date and cannot be submitted late.

## **Pass-No Pass (P/NP)**

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

## **Instructor Announcements and Q&A Forum**

The instructor will post announcements on the “Instructor Announcements” page in Canvas throughout the course. Canvas notifies students according to their preferred Notification Preferences. A “Q&A Forum” is also available as a pinned Discussion to ask for assistance of your classmates or of the instructor.

## **Standards of Conduct**

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism: [SRJC Writing Center Lessons on avoiding plagiarism](#)  
[SRJC's statement on Academic Integrity](#)

## **Special Needs**

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).

## How to Succeed in this Online Course

- Turn on notifications in Canvas. You can set notifications for daily, weekly, or a summary. You can be notified via text or email. When your notifications are on you will receive reminders and announcements from me about upcoming assignments. You can change your notifications using the **Account** button in the Global Navigation in Canvas.
- Be sure to note deadlines for online assignments, discussion posts, quizzes, and projects.
- Check **Grades** for points earned every week to make certain your points are recorded accurately. If you note a discrepancy, please send me a private message using the Canvas **Inbox** as soon as possible.
- There will be videos and online resources included each week. The videos are not required but are very informative.
- Above all, do **NOT** allow yourself to get behind in completing the weekly assignments. If you get behind in the assignments, you will miss the deadlines for the assignments or quizzes. It is imperative that you do not miss the deadline or skip an assignment or quiz.