Office 365: In Practice—Estimated Task Times

The *Office 365: In Practice* series offers variety of learning and evaluations assignments, projects, quizzes, and exams. Many of these items are automatically graded in SIMnet, while others are manually graded. The following table lists the type of task, a description, and the estimated completion time.

Office 365: In Practice—Available Tasks		
Task	**Description**	**Estimated Completion Time**
SIMbook Chapters	☑ 1:1 content with printed text ☑ Show Me, Guide Me, Let Me Try interactive learning activities ☑ Auto graded in SIMnet ☑ 15-25 interactive activities per chapter	25-30 minutes per chapter
Pause & Practice (P&P) Projects	☑ 3-5 P&P projects per chapter ☑ Guided projects for learning and practicing skills in smaller chunks every 2-3 SLOs ☑ Manually graded projects	60-75 minutes per chapter (3-5 projects per chapter)
SIMnet Projects	☑ End-of Chapter projects for learning or evaluation ☑ Auto graded in SIMnet ☑ Include both Guided and Independent Projects	30-40 minutes per project
End-of-Chapter (EOC) Projects	☑ 3 Guided Projects, 3 Independent Projects, 1 Improve It Project, and 3 Challenge Projects per chapter ☑ The EOC projects not included in SIMnet can be assigned as manually graded projects	30-40 minutes per project
SIMnet Capstone Projects	☑ Capstone Projects that cover multiple chapters of an application ☑ Auto graded in SIMnet ☑ Three levels of difficulty	40-50 minutes per project
***In Practice* Capstone Projects**	☑ Integrated Capstone Projects (ICPs) integrate applications and cover multiple chapters ☑ Application Capstone Projects (ACPs) cover multiple chapters of the same application ☑ Manually graded projects	40-50 minutes per project
SIMnet Lessons	☑ Show Me, Guide Me, Let Me Try interactive learning activities ☑ Auto graded in SIMnet ☑ Instructor created and vary in length	Vary in completion time Typically, 1 – 1.5 minutes per skill
SIMnet Exams and Practice Exams	☑ Both simulated skills and test bank exam questions available ☑ Auto graded in SIMnet ☑ Instructor created and vary in length	Vary in completion time Typically, 1 – 1.5 minutes per skill
SIMpaths	☑ Consist of Pre Test, Lesson, and Post Test ☑ Auto graded in SIMnet ☑ Instructor created and vary in length	Vary in completion time Typically, 1 – 1.5 minutes per skill per each part of SIMpath