Fall Session 2019

NOTE: For each *course credit* students should expect to spend an additional two hours outside of class studying or working on class assignments. Hence, for a three-credit course, this means about **six** hours per week of work outside of class.

**Course Title:**  Computer Applications

**Course Number:** CPS 0101 06

**Credits:** 3

**Class Times:** Tuesday

9:00 – 12:00

Room 1

**Instructor:** Sharon Wilber

(715) 278-3229 (home), (715) 209-6710 (cell)

E-mail: [sbwilber@lco.edu](mailto:sbwilber@lco.edu)

**Office Hours:** By Appointment

**Required Text(s):** *Skills for Success with Office 2016 Volume 1®,*First Edition, by Adkins, Hain, Hawkins, and Wolf; Pearson Publishing. ISBN – 9780134320786.

**Required Supplies/Materials***:* Flash Drive

**Recommended Texts & Other Readings:**

Additional readings will include postings on Canvas and in-class handouts.

**Course Description:**

This course covers the basics of Microsoft Word, Excel, and PowerPoint.  Students wishing to test out of this course must pass a college placement exam.

**Pre-requisites:**

**This course is required for:**

Liberal Arts Degree

Native American Studies

Native American Studies & Language Degree

Associate of Applied Science - Accounting

Associate of Applied Science - Agriculture and Natural Resource

Associate of Science ‐ Small Business Administration

Associate Degree of Science ‐ Science

**Course Specific Outcomes:**

Upon successful completion of this course, students will be able to:

1. Create, edit, and print a Word document utilizing special features and styles.

**Assessment:** Assignments, Skills Demonstrations and Final Exam

1. Develop an Excel workbook utilizing functions

**Assessment:** Assignments, Skills Demonstrations and Final Exam

1. Provide data analysis in Excel

**Assessment:** Assignments, Skills Demonstrations and Final Exam

1. Create an effectively visual presentation in PowerPoint

**Assessment:** Assignments, Skills Demonstrations and Final Exam

1. Distribute files through various media

**Assessment:** Assignments, Skills Demonstrations and Final Exam

**General Education Program Outcomes:**

*Students receiving an associate degree will:*

**Gen Ed 1 Communication:**

Students read, write, speak, and listen effectively to increase knowledge, to foster understanding, or to promote change in attitudes, values, beliefs, or behaviors.

**GEN ED 2 Mathematic Literacy:**

Students demonstrate a strong foundation in mathematical concepts, processes and structure.

**GEN ED 3 Social Responsibility**

Civic Responsibility includes the skills and awareness necessary to live as responsible, ethical, and contributing citizens of the community, state, nation, and world.

**GEN ED 4 Culture: Ojibwe and other Native Cultures**

Students demonstrate understanding of Ojibwe and other Native American culture.

**GEN ED 5 Critical Thinking:** Students analyze, synthesize, and evaluate diverse concepts and make reasoned decisions based on evidence.

**GEN ED 6 Global Awareness:** Students interact effectively and appropriately in a diverse, multi-cultural, and global society.

**General Education Program Outcomes:**

This course measures the following outcomes:

|  |  |  |
| --- | --- | --- |
| **GEN ED** | **Assignment/Activity** | **Assessment** |
| 1, 2, 3, 5, 6 | MS Word Chapters 1-4 Assignments |  |
| 1, 5 |  | MS Word Application Test |
| 1, 4, 5 | Gikinoo'amaagan Odanokiiwin - Student Work: Create your own Flyer |  |
| 2, 3, 5, 6 | MS Excel Chapters 1-3 Assignments |  |
| 2, 3, 5, 6 | Gikinoo'amaagan Odanokiiwin - Student Work: Create your own Business Template |  |
| 2, 3, 5 |  | MS Excel Application Test |
| 1, 4, 5, 6 | MS PowerPoint Chapters 1-4 Assignments |  |
| 4, 5 |  | MS PowerPoint Application Test |
| 4, 5, 6 | Gikinoo'amaagan Odanokiiwin - Student Work: Create your own PowerPoint |  |

**Program Outcomes (if applicable)**

**Culture & Tradition:**

**The Mission Statement of LCOOCC states:**

*The Lac Courte Oreilles Ojibwe Community College mission is to provide Anishinaabe communities with post-secondary curriculum and continuing education while advancing the language, culture, and history of the Ojibwe.*

In order to adhere to the college's mission statement, this course will incorporate Ojibwe Language, Culture, and History into class activities wherever possible. These activities have been included in the class schedule.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Couse Schedule (Tentative)** | | | | | | |
| **Date** | **Course Outcomes** | **Gen.**  **Ed**  **Outcomes** | **Week** | **Topic Section** | **Due** | **Submitted** |
| 9/3/19 | 1, 5 | 1, 2, 3, 5, 6 | **1** | Introductions, syllabus, review basics of MS Word, Introduce Word Chapter 1 – Create, Edit, Format, Save, Print, Insert Footers, Use Styles, and Create PDF Files.  Assignments:   1. Chapter Work on pages 147-167 2. Matching – Multiple Choice on pages 175-176 3. More Skills 11, 12, and 14 on pages 168, 169, asnd 171 4. Skills Review: Pages 177 & 178 5. Skills Assessment 2 Page 180 6. My Skills Page 181 7. Chapter 1 Quiz | 9/10/19 |  |
| 9/10/19 | 1, 5 | 1, 2, 3, 5, 6 | **2** | Word – Chapter 2 – Create and modify reports; insert footnotes, citations, and bibliographies. Insert bullets and numbered lists and modify paragraph formatting.  Assignments:   1. Chapter Work on pages 187-207 2. Matching – Multiple Choice on pages 215-216 3. More Skills 11, 12, 13, and 14 on pages 208, 209, 210 and 211 4. Skills Assessment 2 page 220 5. My Skills on page 221 6. Chapter 2 Quiz | 9/17/19 |  |
| 9/17/19 | 1, 5 | 1, 2, 3, 5, 6 | **3** | Word – Chapter 3 – Insert and format pictures; insert and modify tab stops; and create and format tables.  Assignments:   1. Chapter Work on pages 227-247 2. Matching – Multiple Choice on pages 255-256 3. More Skills 12 on 249 and More Skills 14 on page 251 4. Skills Review on page 257 & page 258 5. Skills Assessment 1 on page 259 6. My Skills on pages 261 7. Chapter 3 Quiz | 9/24/19 |  |
| 9/24/19 | 1, 2, 3 | 1, 2, 3, 5, 6 | **4** | Word - Chapter 4 – Create newsletters which includes columns, borders, shading, online pictures and WordArt. Create a mail merge document.  Assignments:   1. Chapter Work on pages 267-287 2. Matching – Multiple Choice on pages 295-296 3. Skills Assessment 1 on page 299 4. My Skills on page 301 5. Visual Skills Check on page 302 6. Chapter 4 Quiz | 10/1/19 |  |
| 10/1/19 | 1, 5 | 1, 2, 3, 5, 6 | **5** | Gikinoo'amaagan Odanokiiwin - Student Work: Create your own Flyer  MS Word Application Test | 10/8/19 |  |
| 10/8/19 | 2, 3 ,5 | 2, 3, 4, 5, 6 | **6** | Excel – Chapter 1 Create, edit, and save data into worksheets; construct basic functions and formulas; apply cell formatting and print settings.  Assignments:   1. Chapter Work on pages 327-347 2. Matching – Multiple Choice on pages   355-356   1. More Skills 11 and 12 on pages 348 - 349 2. Skills Review on pages 357- 358 3. Skills Assessment 1 on page 359 4. My Skills on page 361 5. Chapter 1 Quiz | 10/15/19 |  |
| 10/15/19 | 2, 3, 5 | 2, 3. 4, 5, 6 | **7** | Excel - Chapter 2 Construct statistical functions; generate formulas using absolute cell references; apply cell and number formatting; create, edit, and format basics charts; modify workbook print settings.  Assignments:   1. Chapter Work on pages 327-347 2. Matching – Multiple Choice on pages 395-396 3. More Skills 12 & 13 on page 389 - 390 4. Skills Review on pages 397 – 398 5. Visual Skills Check on page 402 6. Chapter 2 Quiz | 10/22/19 |  |
| 10/22/19 | 2, 3, 5 | 2, 3, 4, 5, 6 | **8** | Excel – Chapter 3 Move and clear cell contents, edit grouped worksheets, create summary sheets, create bar charts, and rename, delete and organize worksheet tabs.  Assignments:   1. Chapter Work on pages 407-426 2. Matching – Multiple Choice on pages 435-436 3. Skills Review on pages 437 – 438 4. Skills Assessment 1 on page 439 5. My Skills on page 441 6. Chapter 3 Quiz | 10/29/19 |  |
| 10/29/19 | 2, 3, 5 | 2, 3, 4, 5, 6 | **9** | Gikinoo'amaagan Odanokiiwin - Student Work: Create a Business Template –  MS Excel Application Test | 11/5/19 |  |
| 11/5/19 | 2, 3, | 1, 4, 5, 6 | **10** | PowerPoint – Chapter 1 Open, edit, and save an existing presentation applying various formats as well as changing layouts of slides. Define and use different PowerPoint views, add speaker notes and add headers and footers on slides and handouts.  Assignments:   1. Chapter Work on Pages 687-707 2. Matching – Multiple Choice on pages 715-716 3. More Skills 11, and 14 on pages 708 and 711 4. Skills Review on pages 717 – 718 5. Skills Assessment 1 on page 719 6. My Skills on page 721 7. Chapter 1 Quiz | 11/12/19 |  |
| 11/12/19 | 4, 5 | 1, 4, 5, 6 | **11** | PowerPoint – Chapter 2 Create presentations with different design themes and variants; add images and slide backgrounds; manipulate fonts with colors, effects, and WordArt; and format with bullets and numbers  Assignments:   1. Chapter Work on Pages 727-747 2. Matching – Multiple Choice on pages 755-756 3. More Skills on page 748 4. Skills Review on pages 757-758 5. Skills Assessment 2 on page 760 6. My Skills on page 761 7. Chapter 2 Quiz | 11/19/19 |  |
| 11/19/19 | 4, 5 | 1, 4, 5, 6 | **12** | PowerPoint – Chapter 3 Combine presentations by reusing slides from other presentation; inserting graphics and videos to enhance your presentation, create and edit SmartArt graphics to create diagrams.  Assignments:   1. Chapter Work on pages 767-787 2. Matching – Multiple Choice on pages 795-796 3. More Skills 11 and 12 on pages 788 and 789 4. Skills Review on page 797 – 798 5. Skills Assessment 2 on page 800 6. Visual Skills Check on page 802 7. Chapter 3 Quiz | 11/26/19 |  |
| 11/26/19 | 4, 5 | 1, 4, 5, 6 | **13** | PowerPoint – Chapter 4 Compile and format data into tables; compose and editing charts, apply animations, and generate a slide show with ink annotations.  Assignments   1. Chapter Work on pages 807 – 827 2. Matching – Multiple Choice 3. More Skills 11 and More Skills 12 on pages 828 - 829 4. Skills Review on pages 837 838 5. Chapter 4 Quiz | 12/3/19 |  |
| 12/3/19 | 4, 5 | 1, 4, 5, 6 | **14** | Gikinoo'amaagan Odanokiiwin - Student Work: Create a MS PowerPoint | 12/10/19 |  |
| 12/10/19 | 4, 5 | 1, 4, 5 | **15** | Final Exam in PowerPoint | 12/10/19 |  |
| 12/16/19 |  | |  |  | **Final Grades due** | |

**Evaluation Procedures and Grading Criteria:**

Grading at LCOOCC is based on your level of achievement on papers, projects and examinations. The level of proficiency achieved will be indicated by the following letter grades for each academic level. Please refer to the Student Handbook for additional data.

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADING SCALE** | | | |
| **A** |  | **100- 90** | EXCELLENT! |
| **B** |  | **89-80** | ABOVE AVERAGE |
| **C** |  | **79-70** | AVERAGE |
|  |  |  |  |
| **IF YOUR GRADES FALL BELOW THEY WILL NOT TRANSFER TO ANOTHER INSTITUTION** | | | |
| **D** |  | **69-60** | **BELOW AVERAGE** |
| **F** |  | **59 or below** | **FAILING** |
|  |  |  |  |
| I |  | N/A | INCOMPLETE |
| W |  | N/A | WITHDRAW |
| Z |  | N/A | AUDIT |
| P |  | N/A | PASS |

|  |  |  |
| --- | --- | --- |
| **Component** | **Points- if applicable** | **Weight** |
| Class Participation |  | 10% |
| Class Assignments |  | 30% |
| Quizzes |  | 25% |
| Tests |  | 25% |
| Other (Gikinoo'amaagan Odanokiiwin Activities-) |  | 10% |
| Total |  | 100% |

##### **Attendance Policy:**

Students are expected to attend each class session. Absences due to illness and family emergencies will be excused by notification of the instructor in a timely manner. If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time, the student must arrange for make-up assignments. Non-attendance may carry financial aid ramifications. Students not attending regularly will be referred to their advisor and financial aid officer. Attendance is taken daily and submitted to the Registrar’s Office daily.

It is a well-established fact that students get much more out of a course when they attend and participate in class discussions and activities regularly. **Please note: Assignments are due on a weekly basis.**

##### **Students who fail to make Academic Progress (minimum GPA) or meet the Pace of Progression (completing at least 67% of courses) standards may be placed on Financial Aid Probation.** Please refer to the current Student Handbook, for the Class Attendance Policy.

**Outside of Class Study Expectations:**

The US Department of Education and the Higher Learning Commission have the expectation that students should be working approximately two hours of outside of class for each credit of instruction.

#### **\*\*IMPORTANT\*\***

#### **Students with Disabilities**

It is the policy and practice of the Lac Courte Oreilles Ojibwe Community College to create inclusive learning environments for all students, including students with disabilities.  If there are aspects of this course that result in barriers to your inclusion or your ability to meet course requirements, please notify the instructor as soon as possible. I will maintain and uphold confidentiality of any information shared.

Institutions of Higher Education under the Americans with Disabilities Act are required to provide appropriate aids and services to students who have identified documented learning disability or other disability which might affect classroom performance. It is the responsibility of the student to provide the appropriate documentation to the college in a timely manner. Students requesting accommodations are asked to contact the Dean of Student Services (715-634-4790 Ext. 117) at least two weeks before the start of classes to allow sufficient time for any adaptive accommodations to be made.

##### **Academic Honesty & Integrity Policy:**

Since this course is preparing you for independent work on a career of your choice, you will be expected to complete your own homework and submit only your individual work for class grading. It is unrealistic to expect that you will be adequately prepared to assume job responsibilities without knowing the material presented in class. Please refer to the current Student Handbook for Academic Misconduct and Plagiarism.

**Assignments and Tests:**

It is well-established that students show improved learning when they regularly attend and participate in class discussions and activities. If you should have an unexpected event that prevents you from attending class, submitting your homework, or taking a test, you will have **one week** **to turn in your work or make-up your test. Assignments are due at the end of the day of the assigned date due.** You may successfully work ahead on the assignments and quizzes in this class. Tests are given on a specific date as assigned by your instructor.

**Reading Assignments:**

You will be expected to complete assigned material **before** coming to class. You will be held accountable for the work assigned even if you miss class (excused or unexcused).

**Special Note Regarding Incompletes:**

Please refer to the current Student Handbook for the policy on Incompletes.

## **Mid-term and Final Examinations:**

In order to receive credit for the mid-term or final grade, exams **must** be taken on the designated day during Mid-Term Exam week or Final Exam week unless prior arrangements have been made with your instructor.

In lieu of a Mid-term and a Final Exam, this class will have an exam for each of the three sections: Word, Excel, and PowerPoint as well as an independent project of each of the software programs. Each exam will include material covered on those topics incorporating Ojibwa Language, Culture, and Tradition into wherever possible. It is strongly recommended that you attend, participate, and finish the lab work before the exams.

##### **Computer Use:**

##### All students receive an lco.edu email account for the duration of the semester. In order to comply with FERPA (Family Education Rights and Privacy Act), all official notifications about your courses, Moodle, financial aid, and student evaluations **must** be sent through your lco.edu email account. You can access your lco.edu email account from any browser.

## Necessary Technologies:

* Internet connection (DSL, LAN, or cable connection desirable)
* Access to Moodle or other Learning Management Systems
* MS Office 365 or MS Office 2016

**\*\*Note\*\*:** ***Not having computers or Internet at home is NOT an excuse to be late with homework.*** Your education is your responsibility. We strongly encourage you to schedule time to make use of the resources provided for students to complete your studies in a timely manner.

**Cell Phones:**

Please turn cell phone ring tones off upon entering the classroom. If a call MUST be taken or made, please remove yourself from the classroom to do so. I will not tolerate text messaging or Facebooking during class times.

**To be successful in this class, you must:**

* Know how to log into your LCOOCC portal
* Know how to e-mail a file as an attachment
* Know how to save files to your flash drive and later how to retrieve them
* Spend time outside of class on your homework and have internet access outside of this class

**Maintaining a Copy of the Course Syllabus:** Students should be aware that they may need a copy of course syllabi when applying for licensure and other future academic or professional circumstances. Students are responsible for maintaining an electronic and/or hard copy of the course syllabus for each course they take.

**Gikinoo'amaagan Odanokiiwin - Student Work:**

Gikinoo’amaagan Odanokiiwin – Student Work is a *Student Learning Project* which incorporates Ojibwe knowledge and values with Course Specific objectives and with those General Education objectives that pertain to this course. In addition, the Student Learning Project will provide a means to better evaluate student understanding and application of knowledge taught in the classroom. For this class, the Gikinoo’amaagan Odanokiiwin projects are the following: (Incorporate the guidelines and rubrics provided by your instructor.)

**Word** – Create a flyer using the guidelines and rubrics provided by your instructor. The results of this project will assess students’:

1. Create a Word document (Course Outcome 1)
2. Distribute files through various media (Course Outcome 5)
3. Communicate effectively. (Gen. Ed. 1)
4. Practice community engagement and social responsibility (Gen. Ed. 3)
5. Demonstrate an understanding of Ojibwe and other Native American cultures (Gen. Ed. 4)
6. Be able to locate, gather, and synthesize information. (Gen. Ed. 5)

**PowerPoint** – Create a presentation. The results of this project will assess students’:

1. Create an effectively visual presentation in PowerPoint (Course Outcome 4)
2. Distribute files through various media (Course Outcome 5)
3. Ability to communicate effectively. (Gen. Ed. 1)
4. Demonstrate an understanding of Ojibwe and other Native American cultures (Gen. Ed. 4)
5. Be able to locate, gather, and synthesize information. (Gen. Ed. 5)