Fall 2019 Semester

**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 one-credit course, this means about two hours per week of work outside of class.**

**Course Title:**  MS Outlook

**Course Number:** CPS 0106

**Credits:** 1

**Class Times:** Hybrid, Online - Saturdays 9:00 – 9:30 - LCO Main Campus

**Instructor:** Sharon Bednarski Wilber

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

E-mail: sbwilber@lco.edu

**Office Hours:** By appointment and one hour of Zoom per week (Students will decide)

**Required Text(s)** None

**Required Supplies/Materials:**  Flash Drive

### Recommended Texts & Other Readings:

 Additional handouts are available in Canvase.

**Course Description:** Outlook is a utility program designed for those interested in learning how to manage different categories of data in an educational environment. Outlook will enable you to control and schedule tasks, dates, E-mail, and contracts.

**Pre-requisites:**  None

**This course is required for the One-year Certificate-Office Support Specialist program.**

**Course Specific Objectives:**

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

1. Manage e-mail messages in Outlook
2. Manage calendars in Outlook
3. Manage contacts in Outlook
4. Manage tasks in Outlook
5. Customize Outlook with special features

**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.

|  |  |  |
| --- | --- | --- |
| **GEN ED** | **Assignment/Activity** | **Assessment** |
| 1, 3, 5, 6 | MS Outlook Module 1  |  |
| 1, 3, 4, 5, 6 | MS Outlook Module 2 |  |
| 1, 2, 3, 4, 5, 6 |  | Exam – Modules 1 & 2 – (Mid-term) |
| 1, 3, 5, 6 | MS Outlook Module 3  |  |
| 1, 3, 5, 6 | MS Outlook Module 4 |  |
| 1, 2, 3, 4, 5, 6 |  | Exam – Module 3 & 4 |
| 1, 3, 4, 5, 6 | MS Outlook Module 5 |  |
| 1, 2, 3, 4, 5, 6\ |  | Final Exam  |
| 1, 4, 5,  | Gikinoo'amaagan Odanokiiwin - Student Work: Activities Project (see below) |  |

**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.

The Course Schedule will be in Canvas scheduled by week.

**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 |

|  |  |  |
| --- | --- | --- |
| **MS Outlook Grading Scale** |  |  |
| Class Participation |  | 10% |
| Discussion (You Tube) |  | 20% |
| Assignments |  | 25% |
| Quizzes  |  | 20% |
| Exams |  | 25% |
|  Total |  | 100% |

##### **Attendance (Participation) Policy:**

Students are expected to keep on schedule with your course assignments. You will find you will adequate time to complete all the activities as scheduled if you spend at least three hours of class per week. It is a well-established fact that students get much more out of a course when they 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. Since this is a one-credit course you should expect to spend at least 2 hours outside of class each week to complete the course. **Additional computer time outside of class** will **be required for successful completion of course requirements.**

**\*\*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.** You may successfully work ahead on the assignments and quizzes in this class but you may not complete the exam prior to submitting the appropriate chapter assignments and quiz.

**Reading Assignments:**

You will be expected to complete assigned material **before** we meet on Zoom. You will be held accountable for the work assigned. All assignments are submitted through the Canvas classroom, thus you will not need to be in class to complete and turn in homework.

**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.

**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, Canvas, 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
* Access to Canvas
* Access to MS Outlook 2016
* Basic keyboarding skills

\*\*Note\*\*: Not having computers or Internet at home is NOT an excuse to be late with homework. Your education is your responsibility. We strong 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 our scheduled Zoom session. Please no 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

**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 project is the following: (incorporate the guidelines and rubrics provided by your instructor) on page 8

The results of this project will assess students’:

* + - 1. Ability to communicate effectively (Gen. Ed. 1)
			2. Creation of a project that integrates both course-specific content and Ojibwe cultural knowledge (Gen. Ed. 4 and Course Objectives(s)
			3. Ability to locate, gather, and synthesize information (Gen. Ed. 5)

Ojibwe Project

Using Outlook, do the following:

1. While viewing the calendar, create five Ojibwe tasks or events that you may be involved or plan to attend by illustrating a due date, time, reminder time, and how long the item will take.
2. Attach a document describing one of the events that you are involved in and illustrated in your calendar.
3. Two of the tasks should be repeating tasks every month for the next year. Create a color category called Repeating tasks. Use a color of your choice.
4. Create a color category called individual tasks, using a color of your choice.
5. Insert birthdates of three individuals. Create a color category called Birthdays. (These individuals can be family members, friends, and/or business associates.
6. Share the calendar with your instructor.
7. Make sure that your instructor can view your calendar, but should not be able to edit it.
8. Email the Tasks List in Table Style to your instructor.
9. Select one task and indicate the status of the task as 25% complete.
10. Select another tasks and indicate this task is 50% complete.
11. Email the updated Task List to your instructor indicating if you are on schedule for completion, or ahead or behind schedule.

**Grading Rubric – Outlook 2016**

**Ojibwe Activities Project**

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Tasks have been created with dates, status, priorities, reminders, and as recurring events. | **5** |  |
| Custom categories (e.g., by color) have been created as indicated.  | **6** |  |
| Categories have been assigned to tasks. | **6** |  |
| Tasks are managed (e.g., assigned, updated, reported, marked, deleted). | **4** |  |
| The tasks have been emailed to instructor. | **2** |  |
| Tasks have been created and modified as indicated. | **2** |  |
| Attachment included. | **5** |  |
| **TOTAL POSSIBLE POINTS:** | **30** | **0** |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**