**Lac Courte Oreilles Ojibwe Community College**

**Course Syllabus**

**Fall 2019**

**Course Title:** MS Word

**Credits:** 3

**Class Times:** Hybrid; Online - Saturdays - LCO Main Campus, Hayward, Wisconsin

**Instructor:** Sharon Wilber

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

E-mail:  sbwilber@lco.edu

**Office Hours:** Saturdays 9:30-11; Zoom appointments as determined by students

**Required Texts:**

Microsoft Office 365 Word 2016 Comprehensive,  Authors:  Shelly Cashman Series, Vermaat, Misty E. Publisher:  Cengage Learning, ISBN:  9781337251198

**Required Supplies/Materials** Flash Drive, MS Office 2016

**Recommended Texts & Other Readings:**

Additional handouts are available in Course Resources

**Course Description:**

MS Word 2016 Comprehensive is intended for a ten- to fifteen-week period in a course that teaches Word 2016 as the primary component.  No experience with MS Word is assumed, and not mathematics beyond the high school freshman level is required.

**Prerequisites:** None

**This Course is Required for:** Microsoft Office Certificate

**Course Specific Outcomes:**

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

1. **To offer an in-depth presentation of Microsoft Word 2016** - Assessment: Assignments, Quizzes and Online Simulations, Discussion Forum Questions
2. **To expose students to practical examples of the computer as a useful tool** - Assessment: Assignments, Quizzes and Online Simulations, Discussion Forum Questions
3. **To acquaint students with the proper procedures to create documents suitable for coursework, professional purposes, and personal use** - Assessment: Assignments, Quizzes and Online Simulations, Discussion Forum Questions
4. **To develop an exercise-oriented approach that allows learning by doing** - Assessment: Assignments, Simulations

**General Education Program Outcomes:**

Students receiving an associate degree will:

1. Communicate effectively (Gen Ed 1) - Assessment: Assignments, Discussion Forum Questions
2. Practice community engagement and social responsibility (Gen Ed - Assessment: Forum Participation
3. Be able to locate, gather, and synthesize information (Gen Ed 5) - Assessment: Assignments, Quizzes, Simulations, Discussion Forum Questions

**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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Course Outcomes** | **Gen Eds** | **Wk 2** | **Assignment** | **Points** | **Due** | **Pages** |
|  | 1, 2, 5 | Mod 1 | Surf Flyer | 35 | 7-Sep | 1-47 |
| Mod 1 | Apply Your Knowledge | 34 | 7-Sep | 48-49 |
| Mod 1 | Extend Your Knowledge | 18 | 7-Sep | 50 |
| Forum | Discussion question and 2 follow-up responses | 15 | 7-Sep | Canvas |
|  |  | **Wk 3** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 1 Lab 2 | Creating a Flyer with Multiple Pictures | 30 | 14-Sep | 56 |
| Mod 1 Lab 3 | Consider This Your Turn | 55 | 14-Sep | 56 |
| Quiz 1 | Creating, Formatting & Editing a Word Document w/a Picture | 30 | 14-Sep | Canvas |
| Forum | Discussion question and 2 follow-up responses | 15 | 14-Sep | Canvas |
|  |  | **Wk 4** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 2 | Headphones and Earbuds | 35 | 21-Sep | 57-111 |
| Mod 2 | Apply Your Knowledge | 20 | 21-Sep | 112-113 |
| Mod 2 Lab 1 | Wearable Devices | 22 | 21-Sep | 116-118 |
| Quiz 2 | Creating a Research Paper with References and Sources |  |  |  |
| Forum | Discussion question and 2 follow-up responses | 15 | 21-Sep | Canvas |
|  |  | **Wk 5** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 3 | Apple Park | 50 | 28-Sep | 121-172 |
| Mod 3 | Extend Your Knowledge | 35 | 28-Sep | 175-177 |
| Mod 3 Lab 3 | Employer Letter | 100 | 28-Sep | 162 |
| Quiz 3 | Creating a Business Letter with a Letterhead and Table | 30 | 28-Sep |  |
| Forum | Discussion question and 2 follow-up responses | 15 | 28-Sep | Canvas |
|  |  | **Wk 6** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 4 | Animal Clinic | 50 | 5-Oct | 185-243 |
| Mod 4 Apply Your Knowledge | College Expenses | 35 | 5-Oct | 244-246 |
| Mod 4 Lab 1 | Coffee House Proposal | 25 | 5-Oct | 249-251 |
| Quiz 4 | Creating a Document w/a Title Page, Lists, Tables & a Watermark | 30 | 5-Oct |  |
| Forum | Discussion question and 2 follow-up responses | 15 | 5-Oct | Canvas |
|  |  | **Wk 7** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 5 | Yazzi Resume | 30 | 12-Oct | 257-304 |
| Mod 5 Apply Your Knowledge | Protect your Hearing | 20 | 12-Oct | 305-306 |
| Mod 5 Lab 2 | Washington Resume | 15 | 12-Oct | 310-312 |
| Quiz 5 | Using a Template to Create a Resume & Sharing a Finished Document | 30 | 12-Oct |  |
| Forum | Discussion question and 2 follow-up responses | 15 | 12-Oct | Canvas |
|  |  |  | **Midterm** |  |  |  |
|  |  | **Wk 8** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 6 | Job Hunting | 40 | 19-Oct | 313-367 |
| Mod 6 Apply Your Knowledge | Oil Change | 20 | 19-Oct | 368-369 |
| Mod 6 Lab 3 | Thank You Form Letter | 100 | 19-Oct | 376 |
| Quiz 6 | Generating Form Letters, Mailing Labels, and a Directory | 30 | 19-Oct |  |
| Forum | Discussion question and 2 follow-up responses | 15 | 19-Oct | Canvas |
|  |  | **Wk 9** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 7 | Security Trends30 | 30 | 26-Oct | 377-426 |
| Mod 7 Apply Your Knowledge | Energy Saver Newsletter | 25 | 26-Oct | 427 |
| Mod 7 Lab 1 | Vintage Living | 35 | 26-Oct | 429-430 |
| Quiz 7 | Creating a Newsletter with a Pull-Quote and Graphics | 30 | 26-Oct | Canvas |
| Forum | Discussion question and 2 follow-up responses | 15 | 26-Oct | Canvas |
|  |  | **Wk 10** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 8 | Fitness Center | 40 | 2-Nov | 433-482 |
| Mod 8 Apply Your Knowledge | Social Engineering | 24 | 2-Nov | 483 |
| Mod 8 Consider This Your Turn | Sales Summary Memo with a Table Chart | 100 | 2-Nov | 488 |
| Quiz 8 | Using Document Collaboration, Integration & Charting Tools | 30 | 2-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 15 | 2-Nov | Canvas |
|  |  | **Wk 11** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 9 | Fitness Center | 40 | 9-Nov | 489-544 |
| Mod 9 Apply Your Knowledge | Communication Outline | 20 | 9-Nov | 545-546 |
| Mod 9 Lab 1 | Subscriber Predictions | 25 | 9-Nov | 548-539 |
| Quiz 9 | Creating a Reference Doc w/a Table of Contents & Index | 30 | 9-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 15 | 9-Nov | Canvas |
|  |  | **Wk 12** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 10 | Coffeehouse | 110 | 3-Dec | 553-605 |
| Mod 10 Apply Your Knowledge | Janda Survey | 20 | 16-Nov | 606-608 |
| Mod 10 Lab 2 | Customer Survey | 36 | 16-Nov | 613-614 |
| Quiz 10 | Creating a Template for an Online Form | 30 | 16-Nov |  |
| Forum | Discussion question and 2 follow-up responses | 15 | 16-Nov | Canvas |
|  |  | **Wk 13** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 | Mod 11 | Coffeehouse | 40 | 22-Nov | 617-672 |
| Mod 11 Apply Your Knowledge | Realtor Client Survey | 24 | 22-Nov | 673-674 |
| Mod 11 Lab 2 | DJ Customer | 42 | 22-Nov | 678-679 |
| Quiz 11 | Enhancing an Online Form and Using Macros | 30 | 22-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 15 | 22-Nov | Canvas |
|  |  | **Wk 14** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 5 |  | Final Exam | 100 | 7-Dec |  |
| 1, 2, 3, 4 | 1, 2, 5 |  | Project | 100 | 7-Dec |  |

**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** | **Weight** |
| Discussion Forum | 15% |
| Assignments | 30% |
| Quizzes | 30% |
| Exams (Mid-term and Final) | 20% |
| Gikinoo’amaagan Odanokiiwin Activity | 5% |
| **Total** | 100% |

**Attendance Policy:**

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 Student Handbook, page 9, 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 **Vice President of Academic and Student Affairs (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:**

You are expected to complete all of your own homework and submit only your own files to the Canvas classroom. 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.  From time to time you may experience an unexpected event that prevents you from attending class. You may successfully work ahead on the assignments, skills demos and quizzes in this class but you may not complete a skills demonstration prior to submitting the appropriate chapter assignment and quiz.

**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). All assignments are submitted through the Canvas classroom, thus you will not need to be in class to complete and turn in homework. Likewise, all quizzes are online in Canvas and should be completed outside of the classroom hours as this will provide ample time for you to perform the required skills demonstrations in front of the instructor.

**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 (DSL, LAN, or cable connection desirable)
* Access to Canvas or other Learning Management Systems

**\*\*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.

**Addendum Section**

All Rubrics are located in your Canvas classroom.