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

**Course Title:**  MS PowerPoint

**Course Number:** CPS 108

**Credits:** 2

**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 11:00 – 11:55; Zoom appointments as determined by students

**Required Text(s): Microsoft Office 365 PowerPoint 2016 Comprehensive**

Authors: Shelly Cashman Series

Publisher: Cengage Learning

ISBN: 9781305870819

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

**Recommended Texts & Other Readings:**

Additional readings will include postings on Canvas and in the *SAM* online classroom.

**Course Description:**

*Microsoft PowerPoint 2016: Comprehensive* is intended for a ten- to fifteen-week period in a course that teaches PowerPoint 2016 as the primary component. No experience with MS PowerPoint is assumed, and no mathematics beyond the high school freshman level is required. (Fall)

**Pre-requisites:**

Successful completion of the LCOOCC online computer literacy entrance assessment.

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

**General Education Program Outcomes:**

Students receiving an associate degree will:

1. Communicate effectively (Gen Ed 1)
   1. Assessment: Assignments, Discussion Forum Questions
2. Practice community engagement and social responsibility (Gen Ed 2)
   1. Assessment: Forum Participation
3. Be able to locate, gather, and synthesize information (Gen Ed 5)
   1. 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, 3 | 1, 2, 4 | Mod 1 | Tall Oaks | 30 | 7-Sep | 1-48 |
| Mod 1 | Apply Your Knowledge | 20 | 7-Sep | 49-50 |
| Forum | Discussion question and 2 follow-up responses | 15 | 7-Sep | Canvas |
|  |  | **Wk 3** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 1 Lab 2 | History Museum | 20 | 14-Sep | 53-54 |
| Mod 1 Lab 3 | Consider This Your Turn | 15 | 14-Sep | 54-55 |
| Quiz 1 | Creating & Editing a Presentation w/Pictures | 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, 4 | Mod 2 | Basketball Camp | 45 | 21-Sep | 57-103 |
| Mod 2 Extend 2-1 | Monarch Migration | 30 | 21-Sep | 107-110 |
| Quiz 2 | Enhancing a Presentation w/Pictures, Shapes & WordArt | 30 | 21-Sep | Canvas |
| Mod 2 Lab 3 | Consider This Your Turn | 25 | 21-Sep | 119 |
| Forum | Discussion question and 2 follow-up responses | 20 | 21-Sep | Canvas |
|  |  | **Wk 5** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 3 | Bikes Spokes Club | 43 | 28-Sep | 121-162 |
| Quiz 3 | Reusing a Presentation & Adding Media & Animation | 30 | 28-Sep | Canvas |
| Mod 3 - Apply Your Knowledge | Adopt a Cat | 25 | 28-Sep | 163-166 |
| Mod 3 Lab 3 | Birds in Winter | 25 | 28-Sep | 176 |
| Forum | Discussion question and 2 follow-up responses | 20 | 28-Sep | Canvas |
|  |  | **Wk 6** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 4 | Area Recycling | 30 | 5-Oct | 177-220 |
| Mod 4 Extend | Best Fishing | 20 | 5-Oct | 222-224 |
| Mod 4 Lab 1 | Compost Necessities | 38 | 5-Oct | 228-228 |
| Quiz 4 | Creating & Formatting Information Graphics | 30 | 5-Oct | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 5-Oct | Canvas |
|  |  | **Wk 7** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 5 | Chicago Final | 30 | 12-Oct | 233-278 |
| Mod 5 Apply Your Knowledge | Essay Writing | 38 | 12-Oct | 279-281 |
| Quiz 5 | Collaborating on and Delivering a Presentation | 30 | 12-Oct | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 12-Oct | Canvas |
|  |  | **Wk 8** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 6 | Conquer Your Clutter | 40 | 19-Oct | 290-337 |
| Mod 6 Extend | Wildlife Experience | 25 | 19-Oct | 338-339 |
| Mod 6 Lab 1 | Feathered Friends | 38 | 19-Oct | 344-347 |
| Quiz 6 | Navigating Presentations Using Hyperlinks & Action Buttons | 30 | 19-Oct | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 19-Oct | Canvas |
|  |  | **Wk 9** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 7 | Animated Drones | 50 | 26-Oct | 353-394 |
| Mod 7 Apply | Dog-Walking Service | 35 | 26-Oct | 395-397 |
| Mod 7 Lab 2 | Balance Life | 38 | 26-Oct | 405-408 |
| Quiz 7 | Creating a Self-Running Presentation Containing Animation | 30 | 26-Oct | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 26-Oct | Canvas |
|  |  | **Wk 10** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 8 | Team Building | 30 | 2-Nov | 409-458 |
| Mod 8 Lab 2 | Zip Line | 50 | 2-Nov | 465-470 |
| Quiz 8 | Customizing a Template and Handouts Using Masters | 30 | 2-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 2-Nov | Canvas |
|  |  | **Wk 11** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 9 | Sailing Lessons | 50 | 9-Nov | 473-517 |
| Mod 9 Lab 2 | Wilsons Honey Farm | 35 | 9-Nov | 525-528 |
| Quiz 9 | Modifying a Presentation Using Graphical Elements | 30 | 9-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 9-Nov | Canvas |
|  |  | **Wk 12** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 10 | Project Save Energy | 50 | 16-Nov | 529-575 |
| Mod 10 Lab 1 | Midland Turkey Trot | 28 | 16-Nov | 582-586 |
| Quiz 10 | Developing a Presentation with Content from Outside Sources | 30 | 16-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 16-Nov | Canvas |
|  |  | **Wk 13** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 | Mod 11 | Project Whale | 40 | 23-Nov | 593-640 |
| Mod 11 Lab 1 | Remarkable Jellyfish | 16 | 23-Nov | 647-648 |
| Quiz 11 | Organizing Slides and Creating a Photo Album | 30 | 23-Nov | Canvas |
| Forum | Discussion question and 2 follow-up responses | 20 | 23-Nov | Canvas |
|  |  | **Wk 14 & 15** | **Assignment** | **Points** | **Due** | **Pages** |
| 1, 2, 3, 4 | 1, 2, 4 |  | Final Exam | 100 | 13-Dec | Canvas |
| 1, 2, 3, 4 | 1, 2, 4 |  | PowerPoint Project | 100 | 13-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.

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| **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 |

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| **Component** | **Weight** |
| Forum Discussion Questions | 10% |
| Quizzes | 25% |
| Assignments | 30% |
| Exams | 25% |
| Objibwa Project | 10% |
| 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.

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**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 posted in your Canvas classroom.