



Basic Course Information

Semester:	Fall 2021	Instructor Name:	Vicki Vioria
Course Title & #:	CIS 115 – Microsoft Outlook	Email:	Vicki.Vioria@imperial.edu
CRN #:	10890	Webpage (optional):	
Classroom:	Online	Office #:	Email, phone, or text
Class Dates:	August 16 – October 8	Office Hours:	Tuesdays 6 – 8 p.m.
Class Days:	Online	Office Phone #:	760 791 1849
Class Times:	Online	Emergency Contact:	
Units:	1	Class Format:	Online

Course Description

This course is an introduction to the features of Microsoft Outlook. Students learn how to manage email messages, schedule appointments, organize and manage the calendar, contact lists, tasks, and customize Outlook. This course is designed for students intending to use Microsoft Outlook for academic, professional and/or personal purposes.

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate practical knowledge of how to navigate and manipulate the Microsoft Outlook environment.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of the use of Outlook to manage e-mail messaging.
2. Schedule, evaluate, and update appointments and meetings using Outlook Calendar.
3. Manage contacts and personal contact information with Outlook
4. Create and manage tasks and notes with Outlook.
5. Apply customization using Outlook options.

Textbooks & Other Resources or Links

For this course you will need to purchase a one-term **Cengage Unlimited Subscription for \$119**. (Longer options are available.) This subscription only needs to be purchased once per semester (or less often for a longer subscription). This one subscription will cover all your Cengage coursework.

This course is part of the Shelly Cashman Series Collection. So, this course is part of a multi-term course. I'll be using this multi-term course for various 1-unit Microsoft courses that I teach.

If you are taking more than one course with me, you only need to purchase the subscription once. This one-term subscription will cover any 1-unit Microsoft courses that I teach even if you take them in a different semester.



Course Requirements and Instructional Methods

Remember this course is only 8 weeks long. Although this is a one-unit class, you should be dedicating 6 to 8 hours a week to complete your assignments.

This is an entirely web-based course with no on-campus visits required. You may complete all course work from your home if you have an internet connection and are able to master the features of Canvas, which is Imperial Valley College's online course management system.

This is NOT an online self-study course with a due date of the last day of scheduled class.

This course includes weekly deadlines scheduled throughout the semester.

We will adhere to a weekly schedule that includes many activities, including discussions, assignments, quizzes, and exams.

Activities	Points	Percentage
Training / Assignments (6x10)	600	35%
Exams (5x10) / Quiz (1x50)	550	32%
Discussions (8x70)	560	33%
Total	1,710	

Late Submissions

To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me **as soon as possible** so I can help you stay as current and provide as much support as possible. Points will be deducted for late work.

Course Grading Based on Course Objectives

Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

Course Policies

- Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.

Guidelines

- This course is designed to take about **6-8 hours per week (on average)**. **Please plan to:**
 - Set aside time each week to view all module materials and submit required work
 - Log in regularly each week to check for announcements, grades, messages, and comments
 - Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week:** Complete your first Discussion by Wednesday 11:59 p.m. to mark your attendance and secure your spot!



- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Week	Dates	Cengage Module	Topic	Assignments	Due Dates
1	Aug. 16 - 21		Introduction, Guidelines & Resources	Discussion Peer Replies / Quiz	Wed., August 18 Sat., August 21
2	Aug. 22 - 28	1	Manage E-Mail Messages	Discussion Peer Replies Training & Exam	Wed., August 25 Sat., August 28
3	Aug. 29 – Sept. 4	2	Manage Calendars	Discussion Peer Replies Training & Exam	Wed., Sept. 1 Sat., Sept. 4
4	Sept. 5 - 11	3	Manage Contacts and Personal Contact Information	Discussion Peer Replies Training & Exam	Wed., Sept. 8 Sat., Sept. 11
5	Sept. 12 – 18	4	Create and Manage Tasks	Discussion Peer Replies Training & Exam	Wed., Sept. 15 Sat., Sept. 18
6	Sept. 19 - 25	5	Customize Outlook	Discussion Peer Replies Training & Exam	Wed., Sept. 22 Sat., Sept 25
7	Sept. 26 – Oct. 2		Tips for Business Communications	Discussion Peer Replies Writing Assignment	Wed., Sept. 29 Sat., Oct. 2
8	Oct. 3 - 8		Is Instant Messaging Appropriate in the Workplace?	Discussion Peer Replies	Wed., Oct. 6 Friday, Oct. 8

Subject to change without prior notice