



Basic Course Information

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|---------------------|----------------------------------|---------------------|--|
| Semester: | Fall 2023 | Instructor Name: | Zambrano, William |
| Course # and Title: | CIS 115 Microsoft Outlook | Email: | William.zambrano@imperial.edu |
| CRN #: | 10903 | Webpage (optional): | |
| Classroom: | Online | Office #: | Online |
| Class Dates: | Online | Office Hours: | Online (Email/Zoom) |
| Class Days: | 08/14/2023 – 10/06/2023 | Office Phone #: | Use Email |
| Class Times: | TBA | Emergency Contact: | Department Secretary 760-355-6361 |
| 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. (C-ID: BSOT 106 X) (CSU)

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:

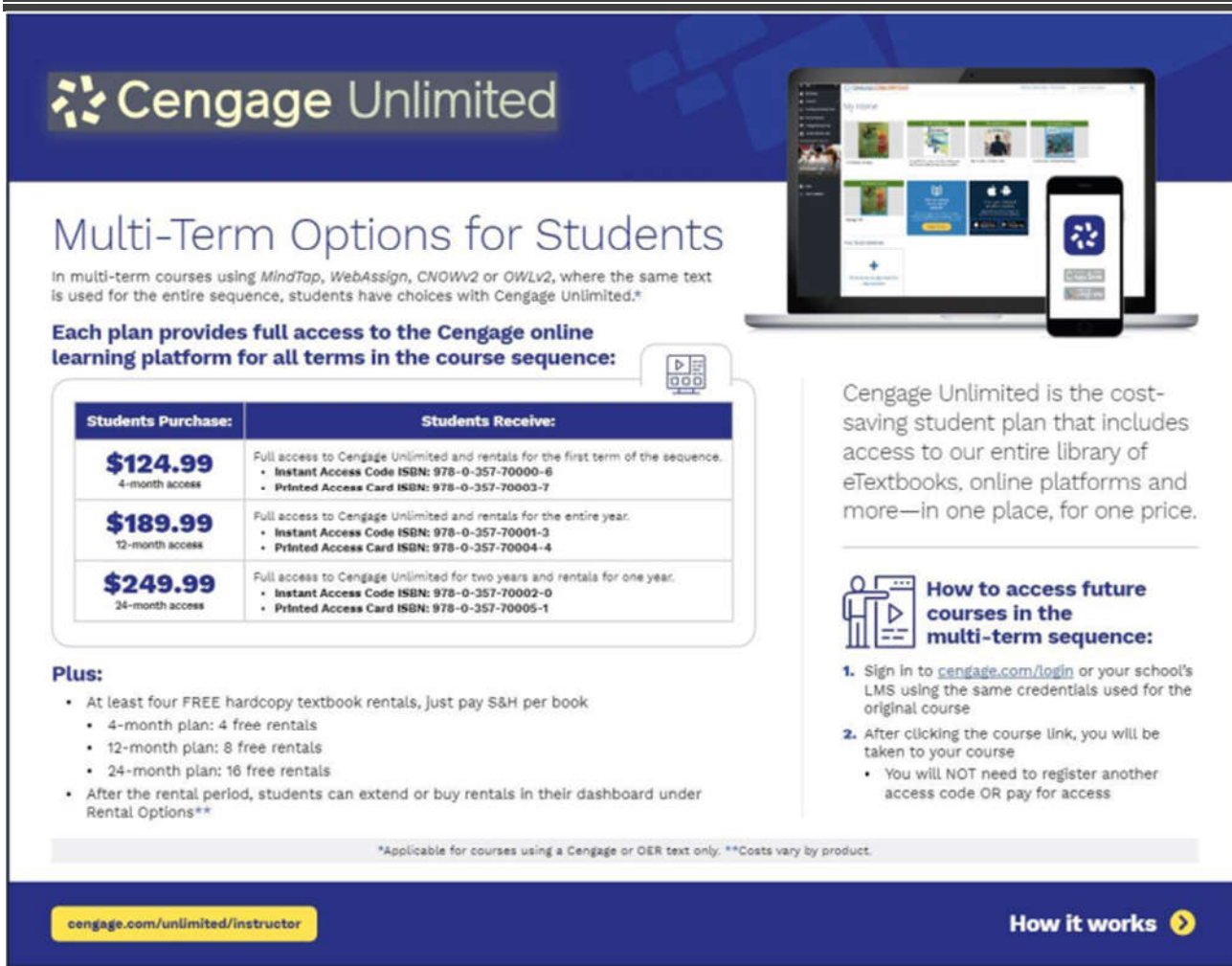
- Demonstrate practical knowledge of how to navigate and manipulate the Microsoft Outlook environment.

Textbooks & Other Resources or Links

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.

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$124.99 per semester, you get access to ALL your Cengage eTextbooks and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$9.99 S&H each.



Cengage Unlimited

Multi-Term Options for Students

In multi-term courses using *MindTap*, *WebAssign*, *CNOWv2* or *OWLv2*, where the same text is used for the entire sequence, students have choices with Cengage Unlimited.*

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| Students Purchase: | Students Receive: |
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| \$124.99 4-month access | Full access to Cengage Unlimited and rentals for the first term of the sequence. <ul style="list-style-type: none"> Instant Access Code ISBN: 978-0-357-70000-8 Printed Access Card ISBN: 978-0-357-70003-7 |
| \$189.99 12-month access | Full access to Cengage Unlimited and rentals for the entire year. <ul style="list-style-type: none"> Instant Access Code ISBN: 978-0-357-70001-3 Printed Access Card ISBN: 978-0-357-70004-4 |
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Plus:

- At least four FREE hardcopy textbook rentals, just pay S&H per book
 - 4-month plan: 4 free rentals
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- After the rental period, students can extend or buy rentals in their dashboard under Rental Options**

Cengage Unlimited is the cost-saving student plan that includes access to our entire library of eTextbooks, online platforms and more—in one place, for one price.

How to access future courses in the multi-term sequence:

- Sign in to cengage.com/login or your school's LMS using the same credentials used for the original course
- After clicking the course link, you will be taken to your course
 - You will NOT need to register another access code OR pay for access

*Applicable for courses using a Cengage or OER text only. **Costs vary by product.

cengage.com/unlimited/instructor **How it works** >

Note: You only need to purchase one Cengage Unlimited subscription to add any Cengage eTextbook or online homework for other classes to your dashboard at no additional cost.

Download the free *Cengage Mobile App* to get your Cengage eTextbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited to try it for free.

Beware of sites that are selling discounted Cengage Unlimited subscriptions. These sources are likely unauthorized sellers who have acquired access codes illegally, and transactions with such sources may pose a risk to your personal information.

Course Requirements and Instructional Methods

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.

Attendance

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be **dropped**.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Online Netiquette

Grammar: Use proper grammar and college-level writing in all class interactions.

Linked Content: All content linked within the course should be 'safe for work' and appropriate.

Debate vs. Flaming: Debates are encouraged within the discussion forums. People are entitled to their opinions and a difference of opinions is welcomed. Debate the point using facts and researched credible content. Do not use offensive language and/or personal attacks toward other students.

Respect: Respect one another.

Classroom Etiquette

Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.

Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.

Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.

Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

plagiarism

copying or attempting to copy from others during an examination or on an assignment;

communicating test information with another person during an examination;

allowing others to do an assignment or a portion of an assignment

use of a commercial term paper service

Institutional Policies

Standards of Student Conduct: Information can be found here: <https://www.imperial.edu/students/student-affairs/standards-of-student-conduct/>

Links to an external site.

Additional Help – Discretionary Section and Language

Canvas Support: Can be found [online](#) and/or at the Canvas Hotline: (877) 893-9853

Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program

Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a full-time mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>



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The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at <https://www.imperial.edu/students/student-guides/>

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Speak with our library to learn more about information literacy. <https://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/>

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.**

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered **academic dishonesty**, or **plagiarism** unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification

Course Grading Based on Course Objectives

Grading Scale

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

**Grade breakdown subject to change*

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 **10-15 hours per week** (on average).

Please plan to do the following:

- 1) Set aside time each week to view all module materials and submit required work
- 2) Log in regularly each week to check for announcements, grades, messages, and comments
- 3) Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week:** Complete your first Discussion 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.**

Course Responsibilities

The online version of this course is not self-paced. There are strict weekly deadlines that need to be met. You will be given a list of weekly assignments that you will be responsible for. You can find these under the appropriate weekly heading (i.e. Week 1 Things to Do).

Weeks will always begin on a Monday and end on the following Sunday. Assignments are typically due at 11:59pm. We will be following the Pacific Standard Time zone for this course

Course Workflow

Every week you will have at least 4 assignments:

Reading Assignment: You will have to read a chapter/s from our assigned book every week.

Discussion Assignment: Discussion assignments are how we will be interacting with one another in an online environment. There will be weekly question/s posed for you to answer. Your initial response to the question/s will count as your initial posting. Initial postings will always be due on the Thursday of the week.

Your response to a classmate's initial response will count as a reply posting. Every week you will be responsible for an Initial AND Reply posting.

Test: You will be tested on the weekly readings and content covered throughout the course. These tests will consist of multiple choice questions.

Activity Assignment: You will have an assignment to do each week. This will be an assignment in the form of an activity, essay, project, research paper, etc.

Contacting the Instructor

Here are a few ways to contact me if you have any questions:



1. **Email me** at william.zambrano@imperial.edu. Include your name and class as the subject. This is the fastest way to contact me.

Getting Started with Canvas

We will be using Canvas to conduct this class online. Canvas is an online course management system.

Logging into Canvas

Go to <https://www.imperial.edu/students/canvas/> and follow the login instructions to log in.

Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses. Find this course and click on it.

Read the course syllabus.

Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.

Become familiar with the course by navigating the system and looking around.

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

| Dates | Topic | Assignments | Due Dates |
|--------|------------------|---|-----------|
| Week 1 | Outlook Module 1 | Discussion Quiz | TBA |
| Week 2 | Outlook Module 2 | Discussion Training Exam Project | TBA |
| Week 3 | Outlook Module 3 | Discussion Training Exam Project | TBA |
| Week 4 | Outlook Module 4 | Discussion Training Exam Project | TBA |
| Week 5 | Outlook Module 5 | Discussion Training Exam Project | TBA |
| Week 6 | Outlook Module 6 | Final | TBA |



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*****Subject to change without prior notice*****