IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Fall 2024**	Instructor Name:	Alicia Paola Cota
Course Title & #:	**CIS 115 – Microsoft Outlook**	Email:	**alicia.cota@imperial.edu**
CRN #:	10903	Webpage (optional):	
Classroom:	Online	Office #:	Classroom 3109 or online
Class Dates:	**August 12th – October 04**	Office Hours:	Tuesday and Thursday from 5 to 5:30pm
Class Days:	Online	Office Phone #:	
Class Times:	Asynchronous	Emergency Contact:	
Units:	1	Class Format/Modality:	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:

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

NOTE: This course uses Zero Text Cost material, so it is optional if you want to purchase the Cengage products.

Course Requirements and Instructional Methods

Remember this course is only 7 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 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.

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

Activities	Percentage
Assignments	20 %
Projects	24 %
Exams / Quiz	32 %
Discussions	24 %
Total	100%

Grading Scale
- Pass = 60-100%
- No Pass = 0-59%

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 Policies

Guidelines
• This course is designed to take about <mark>6-8 hours per week</mark> (on average). **Please plan to**:
  o Set aside time each week to view all module materials and submit required work
  o Log in regularly each week to check for announcements, grades, messages, and comments
  o 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. in order 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 clas**s.

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	Topics
1	Introduction to Microsoft Outlook and Windows
2	Outlook E-Mail
3	Use of Calendar
4	Use of Contacts
5	Use of the Task Lists and Notes
6	Customize Outlook Options

7	Final Project & Exam

Subject to change without prior notice