CIS 115 Microsoft Outlook

Basic Course Information

Semester:	Spring 2026	Instructor Name:	Alicia Paola Cota
Course Title:	CIS115 Microsoft Outlook	Email:	alicia.cota@imperial.edu
CRN	20514	Office Hours In Person (optional):	Wednesday ♀ at Room 809E
Classroom:	Online — Asynchronous	Office Hours in Person (optional):	From 11:00 am to 12:00 pm, and 4:30 pm to 5:30 pm
Class Dates:	February 17 to April 18	Office Hours Online:	Mondays and Tuesdays ♀ by Zoom – 🕐 From 4:30 pm to 5:30 pm
Class Days:	Online — Asynchronous	ZOOM link:	
Class Times:	N/A	Emergency Contact:	Canvas Inbox
Units:	1 Unit	Class Format/Modality:	Online — Asynchronous

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.

In the Course Requirements and Instructional Methods
Remember, this course is only 8 weeks long. Although this is a one-   ass, you should be
unit course, you dedicate 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 get in touch with me as soon as possible so I can help you stay current and provide as much support as possible. Points will be deducted for late work.

Course Grading Based on Course Objectives

ctivities	Percentage
ssignments	20 %
Projects	24 %
Exams / Quiz	32 %
Discussions	24 %
Total	100%

Grading Scale

- *A* =90-100%
- *B* =80-89%
- C = 70-79%

- D = 60-69%

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 thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy. It 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.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please get in touch with your instructor or the area dean for assistance. If you have specific accommodations through DSPS, contact them for additional help.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

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 two consecutive modules, you may be dropped for non-participation!

- It is the student's responsibility to drop or officially withdraw from the class.

Financial Aid

Your Grades Matter! To continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please get in touch with financial aid at finaid@imperial.edu.

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* **