Basic Course Information

Semester	**Spring 2017**	Instructor Name	**Melody Chronister**
Course Title & #	**CIS125: Microsoft Excel II**	Email	**melody.chronister@imperial.edu**
CRN #	**21062**	Webpage (optional)	**None**
Room	**ONLINE**	Office	**809**
Class Dates	**2/13/17 - 4/8/17**	Office Hours	**By appointment only**
Class Days	**ONLINE**	Office Phone #	**(760) 355-6214**
Class Times	**ONLINE**	Office contact if student will be out or emergency	**(760) 355-6361**
Units	**1**		**Business Division Secretary**

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.(CSU)

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

Rachel Biheller Bunin 2014. Office Outlook 2013: Illustrated Essentials 1st Edition. Cengage Learning
ISBN: 9781285092799.

Course Requirements and Instructional Methods

This course will consist of a combination of lectures, assigned workbook activity, lab assignments and performance on homework and exams.
Lab Assignments: Every week there will be lab assignments that correspond to the unit covered during lecture.
Homework: There will a concept review quiz each week based on the unit covered.
Exams: One exams will be given. Exams will be multiple choice and True and False. No make-up exams will be given. Tests will be administered using Canvas.

Course Grading Based on Course Objectives

GRADING: You may earn up to 330 points, as follows:
Participation (Discussion Posts): 140 (7 @ 20)
Quizzes/Concept Review: 140 (7 @ 20)
Final Exam: 50

GRADING SCALE:		
A	297-330 points	
B	264-296	points
C	231-263	points
D	198-230	points
F	197 points and below	

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from participating in class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog.

Attendance

- California Ed Code requires that I remove students from my roster by "dropping" them IF they never attended the course and are therefore a "no show". Since this is an online course, I define you as a "no show" if you do not complete the Introduction Discussion Forum Assignment by the third day of this class. Since this is a short-term course, dates to drop, receive a refund, or receive a "W" are different that full term courses – they come and go very

quickly! Please do not delay in dropping if that is your choice. Once you have completed the Introduction assignment it becomes YOUR RESPONSIBILITY to drop the course. Please drop the course via WebSTAR prior to the drop deadline. Do not assume I will do this for you.

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

Online Classroom "Netiquette"

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word.
- Netiquette rules to remember: 1) Identify yourself, 2) Include a subject line, 3) Avoid sarcasm, 4) Respect others' privacy, 5) Acknowledge and return messages promptly, 6) Copy with caution, 7) No spam or junk mail, 8) Be concise, 9) Use appropriate language, 10) Use appropriate emoticons (emotional icons) to help convey meaning, 11) Use appropriate intensifiers to help convey meaning – do not use ALL CAPS or excessing "!!!!".

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 or 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: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help

- Canvas Support: Select the help icon on the left menu in Canvas to access 24/7 phone and web support.
- 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 760-355-6313 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 fulltime mental health counselor. For information visit the Student Health Center Website. 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.

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at the Information Literacy Website managed by the IVC Library.

Anticipated Class Schedule / Calendar

Date or Week	Activity, Assignment, and/or Topic
Week 1	How to be a Successful Online Student video, Introduction Discussion, Syllabus and Course Policies Quiz.
Week 2	Office Unit A (Lecture, Lab, Discussion, Concept Review Quiz)
Week 3	Outlook Unit A (Lecture, Lab, Discussion, Concept Review Quiz)
Week 4	Outlook Unit A (Lecture, Lab, Discussion, Concept Review Quiz)
Week 5	Outlook Unit B (Lecture, Lab, Discussion, Concept Review Quiz)
Week 6	Outlook Unit B (Lecture, Lab, Discussion, Concept Review Quiz)
Week 7	Cloud Appendix (Lecture, Lab, Discussion, Concept Review Quiz)
Week 8	Review and Final Exam

Tentative, subject to change without prior notice