

# CIS 39: MS Outlook – Comprehensive Course

3 units, transfer CSU

Santa Monica College  
Spring Semester 2017  
Section 1441



## Class Syllabus

(as of March 13, 2017, subject to change)

**Instructor:** Professor Gina Jerry  
**E-mail Address:** jerry\_gina@smc.edu  
**Office Location:** B220-E  
**Campus Office Hours:** Thursday 2:15 p.m. - 3:15 p.m. & by appointment  
**Course Website:** Login at [www.smc.edu/onlineEd](http://www.smc.edu/onlineEd)

### Virtual Office Hours & E-mail Hours

Both the Discussion Board and email will be checked daily, **Monday – Friday only**. I generally **don't check e-mail or Virtual Office Hours evenings or weekends**. So, for instance, if you email me at 7:00 pm on Monday with a question about an assignment that is due that night, you will not receive an answer before the submission deadline. Therefore, it would be a very good idea to at least look over all assignments at the **beginning** of each week to see if you have any questions.

### Course Description

Microsoft Outlook has become a primary means of office communication and task management. In this course, the student will learn to effectively use all features of Outlook e-mail, calendar, contacts, tasks, and notes; create and manage Outlook folders; collaborate with others for scheduling meetings and resources; configure and customize Outlook; and integrate Outlook with Microsoft Word Mail Merge and Collaboration features.

### Certificates Requiring CIS 39

CIS 39 is a required course for Associate Degrees in Computer Business Applications, General Office, Legal Administrative Assistant, and Medical Administrative Assistant.

### Required Textbook

**Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate**  
by Hoisington, Cengage Publishers, 2017, ISBN: 978-1-305-87114-4



Students who have Microsoft Outlook 2016 already installed on the computer they will be using for the class can rent or buy a used book at many online booksellers.

If you do not have Outlook 2016 on your computer note that the SMC Bookstore sells the textbook bundled with "Office 2016 180 Day Trial Printed Access Card" which includes the Outlook 2016 software (PC version only). **SMC bundle ISBN: 978-1-337-74366-2**

You can also purchase the same bundle directly from the publisher's website at [www.cengagebrain.com/course/2059916](http://www.cengagebrain.com/course/2059916).

If you are planning to buy online, do so immediately. You must have the book by the second day of class. No exceptions, please.

### Required Course Card



**CIS 39 ACCOUNT COURSE CARD** – This card is MANDATORY and is available ONLY at the SMC bookstore. It must be purchased NEW because it contains a code that can only be used once. The code is necessary for establishing your special Outlook account for the course and you can't take the class without it. The code is completely separate from the textbook bundle and must be purchased separately. **Ask for the card at the SMC Bookstore checkout desk or order it by mail.**

**Both** the textbook and the course card are *absolutely* required and must be obtained no later than the second day of class.

## Other Mandatory Requirements

In order to take this course online you must have:

- a PC running Windows 7, Windows 8 or Windows 10. **No MACs!** Let me repeat, No MACS! None of the MAC email clients will work for this course.
- Microsoft Outlook **2016** and Microsoft Word **2016** for PC only installed on the computer you will be using for the course. If purchased new, the textbook comes bundled with a trial version of the Microsoft Office 2016 software (including Outlook) which you can install if necessary. Outlook versions 2010 and 2013 are not acceptable.

If you wish to purchase Office 2016 there are several companies that sell software at discounted prices for students. For example, you can purchase Microsoft Office Professional 2016 for \$39.99 at <http://www.shopcollegebuys.org> .

- the full version of Outlook 2016 (NOT Outlook Express or any other email program), installed on a stand-alone or home networked computer. You cannot take this course on a public computer, such as the ones in the SMC lab or in a library. You will not be able to configure Outlook on a public network. If you are planning to take this course from work, please ask your network administrator if you can have permission to set up an email account running on a virtual server. You are responsible for having the correct permissions.
- an Internet connection (Broadband (cable/DSL) or greater is recommended.)
- a Web browser such as Google Chrome, Firefox or Microsoft Edge.

## Student Learning Outcomes

1. Given client data, the student will configure and customize an e-mail account.
2. Functioning as coordinator, the student will setup a meeting, track participants and resources and distribute agendas.

## Students with Disabilities

Santa Monica College accommodates students with disabilities. If you qualify for any special accommodations due to a disability, you need to officially process your request through the Disabled Students Programs and Services (DSPS) office as close to the beginning of the semester as possible. If you believe you have a learning disability that has not yet been documented, please see me and contact the DSPS office. The DSPS office is located in the Admissions/Student Services Complex, Room 101, and the phone numbers are 310-434-4265 and 310-434-4273 (TDD).

## Skills Requirements

**Before Beginning this course, you are expected to be able to:**

- read and follow directions very precisely
- use the Windows operating system proficiently
- use a browser to navigate the Internet
- download and install programs and files
- use basic email and send and open email attachments
- save files to your hard drive or other storage device
- use the basic features of Microsoft Word

## Method of Evaluation

Letter grades will be determined using a standard percentage scale as outlined below:

GRADE	PERCENTAGE
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and under

## Grading Policy

- Grades are not negotiable. They are based solely on points earned and not on percentages or "curves." There is no extra credit available for this class.
- A grade of "Incomplete" may only be granted at the very end of the term, when 90% or more of the course work has been satisfactorily completed, but a documented unforeseen event or illness prevents you from completing the class.

## Drops

- Dropping the class is YOUR responsibility. Students are responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them. However, if you don't hand in all of the assignments for Week 1 by the various deadlines or don't submit all of the assignments for any other week, you may be dropped from the course.

## Quizzes & Final Exam

- There will be an open book quiz each week and an open book final exam at the end of the course. No quiz grades will be dropped.
- Weekly quizzes and exams should be taken during the week in which they are assigned. Once the deadline for a quiz or exam has passed it cannot be made up and the grade for that assignment becomes a zero. Quizzes and exams must be submitted by 11:59 p.m. on the due date.
- Students are responsible for following the schedule from the course website including any changes made by the instructor.

## Dates & Deadlines Spring 2017

SECOND 8-WEEK SESSION BEGINS	Monday, Apr. 17, 2017
Deadline to withdraw and receive REFUND (8 week session).	Friday, Apr 21, 2017
Deadline to withdraw and AVOID "W".	Wednesday, Apr 26, 2017
Deadline to apply for Pass/No Pass.	Tuesday, May 2, 2017
Deadline to withdraw and receive GUARANTEED "W".	Sunday, May 28, 2017
Memorial Day Holiday (CAMPUS CLOSED)	Monday, May 29, 2017
End of Second 8-Week Session.	Friday, Jun. 9, 2017

## Course Expectations

Everyone comes to the class with different expectations. This online course DOES duplicate the content of the traditional course, but NOT the delivery. An online course relies on a self-directed student completing the assignments, readings, and threaded discussions on their own time schedule while meeting the posted deadlines. Students who perform at their potential, have high self-esteem, welcome change and are willing to assume responsibility, make decisions, and express opinions, are successful in this online course.

It is very easy to fall behind in an online class. There are no scheduled on-campus or on-line class periods. The entire course is asynchronous and can be accessed at your convenience. Your only requirement is to complete assignments and exams as scheduled on the course schedule. You must be a self-directed student who can plan your schedule to accommodate the deadlines outlined in the syllabus. Cyber students are often in multiple life roles and time is a valuable commodity.

You are expected to visit the course website several times a week. Ideally, once a day. Once there, you will find announcements, lecture material, assignments, and exams.

**Important: You have registered for an online class. Online classes require substantive participation. This means that if you do not regularly and thoughtfully participate in the class activities defined in your course syllabus, you risk being dropped.**

## Academic Conduct Defined – Cheating Policy

Honest and ethical students are protected in this class. SMC has a clearly defined Honor Code, to which each student agrees during the enrollment process each semester. The College's Code of Academic Conduct applies to each and every course as well as each and every member of the academic community, faculty and students alike. It is your responsibility to familiarize yourself with The Code of Academic Conduct and Honor Code, which is printed in the General Catalog.

### Student responsibilities:

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx>

### Honor Council website:

<http://www.smc.edu/StudentServices/HonorCouncil/Pages/Honor-Code.aspx>

The Santa Monica College's Code of Academic Conduct and Reporting Policy defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception, in any academic exercise. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.

1. Using testing aids such as calculators, tape recorders, or notes on any examinations, unless otherwise specified by the instructor.
2. Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips, or attendance.
3. Falsifying or attempting to falsify attendance records and/or grade rosters.
4. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies.
5. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
6. Copying or allowing another student to copy from one's paper (disk) or answer sheet during an examination. (This includes looking at someone else computer while taking an exam or doing the homework assignment.)
7. Giving and/or taking information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission (like email).

In addition, it is considered cheating by:

- Giving a copy of your homework assignment to a classmate for the purpose of enhancing your classmate's grade. (Both students will be given zero and may be subject to disciplinary action)
- Taking exams and quizzes for someone else or with someone else.
- Sending emails to any other individuals asking for questions about the taking the exams, homework assignment, etc.

### Cheating Violations

**Violations could result in failing grades, suspension from class, reports to the Campus Disciplinarian, and subsequent academic disciplinary action.** I enforce a ZERO-TOLERANCE policy on cheating in online and on ground classes. If I determine that you have relied too heavily on each other in preparing homework or any other project, you will be assigned a zero. If you copy another person's work or let another person copy your work, you are cheating. Regardless of the circumstances, both students involved will be considered at fault. All work you submit must be your own individual work. There is no excuse whatsoever for not doing your own work.