

MIDSTATE COLLEGE
411 W NORTHMOOR RD
PEORIA, IL 61614
(309) 692-4092 or (800) 251-4299
Spring 2019

Course: CIS123 Communication and Time Management Applications
Credit hours: 4 quarter hours **Method of Delivery:** eLearning

Course Description: This course will provide the student with important techniques on appropriate business professional communication and time management techniques. The student will learn how to learn time management and communication methods using a current calendaring and email software application. Successful completion of this course will help students prepare to attempt the Microsoft Office Specialist (MOS) Outlook certification exam.

Prerequisite: CIS114 Computer Usage and Software Applications or Proficiency Exam

Text(s) & Manual(s): Shelly Cashman Series® Microsoft® Office 365 & Outlook 2016: Intermediate, 1st Edition By Misty E. Vermaat; Corinne Hoisington; ISBN-10: 1305871146 | ISBN-13: 9781305871144

Materials needed for this course: Outlook 2016; SAM for Microsoft Office 2016

Topics: Professional communication techniques, time management techniques, MS Outlook

Requirements for Completing the Course: All Projects should be posted on time.
Tests should be taken on time. 70% or better is required to pass the class.

Learning Objectives: Upon completion of this course, the student will be able to:

1. Apply basic time management skills
2. Apply basic professional communication skills (both written and verbal)
3. Create and manage business appropriate email messages
4. Manage contacts and contact groups
5. Manage calendar techniques
6. Work with tasks and notes

Midstate College Grading scale:

90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
0 - 59 F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Maria Uskova
E-mail: muskova@midstate.edu **Phone:** 692-4092 ext. **1241** (voice mail only)
Office hours: by appointment

Participation requirement/policies and procedures:

- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in the outline. All assignment (projects, trainings and exams) should be submitted on time.
- Assignments from weeks 1-6 will not be accepted after the Midterm. No make-up work is accepted after week 10. All exams should be taken on time. Makeup exams will only be given in the case of EXTREME, well-documented situations.
- The online educational venue offers students the flexibility to access the course at any time. This course, however, has *very specific, time-restricted discussion forums, assignment and tests due dates*.
- Plan to devote as much time if not more to an eLearning course as you would to a traditional class (eLearning classes, in fact, take more time).
- In a completely online course for 4 credit hours, students should plan to spend *about 8 hours each week: 4 hours* (as in regular classroom) learning the material AND 4 hours doing the homework. Students should plan ahead, schedule time wisely and *never* wait until the “eleventh hour” to start and submit the assignments.
- Class participation, by posting in the Week Discussion Forum is worth 10% of the grade (that it can make a difference between “A” and “B”). Discussion Forum is a Required Posts - you must post there first before being allowed to View others messages. The Discussion Forum expires at the close of each eLearning Week at 8 am on Monday.
- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment, discussion forums and email messages.
- **Academic dishonesty** (plagiarism, cheating, misrepresentation, facilitating) is never tolerated and will be referred to the Dean.

Assessment of learning/methods of evaluating student performance:

- SAM Online, Hands-on Assessments and Time Management Project

Examination Information: SAM simulation software will be used for hands-on Exams; they will be online and will be timed.

Instructor’s Grading Scale:

These percentages are all approximate values

Project:	30%
Assignments:	30%
Exams:	30%
Discussions:	10%

Course Message, E-Mail and Forum Etiquette:

- Please follow the guidelines below for course messages, emails and forums posting etiquette.
- When communicating via email, students must make certain that each email includes course and descriptive subject line. Since we will practice excellent communication skills, I expect each message to have a salutation, a clear, concise, grammatically correct message, a complimentary close and signature/name. Emails that do not follow the rules of business communication will receive an empty reply. Students should answer all emails within 24 hours.
- Etiquette in eLearning forums (or Netiquette - short for Internet etiquette) should be the same as in a face-to-face classroom. If you think a comment would be inappropriate in a face-to-face situation, it would also be inappropriate in an eLearning classroom.
- Keep message brief. Avoid sending a course-mail, e-mail or forum message with incorrect spelling and grammar. Spelling and grammar count. Avoid using abbreviations and acronyms. Students who are not familiar with common abbreviations may confuse the instructor and/or fellow classmates by using incorrect abbreviations.
- Be polite. Avoid offensive language. Read the message before you send it in.
- Use meaningful subject line.
- Avoid using sarcasm. Written text can easily be misinterpreted.
- Avoid using all CAPS and/or exclamation marks. Using all capital letters in an electronic mail or forum message is the same as SHOUTING!
- Avoid posting irrelevant information in a discussion forum - use Classroom Discussion Forum, messages or e-mail, instead. Forum discussions should stick to the discussion topic given by the instructor. Information that is irrelevant to the discussion does not belong in the discussion forum.
- Using the Internet, do not assume materials are accurate and up-to-date.
- Students are responsible for knowing “what’s going on” throughout the term. Students must check announcements, assignments, weekly units, discussion forums, messages several times each week. Students must check the online grade book and email the instructor immediately if questions arise about grades.

DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting The Required Post format requires you to post a top-level message before you can read and reply to messages posted by other users. Your first post should be detailed, well prepared, grammatically correct and error free. Spelling and grammar count. Make sure you proofread all your messages before posting. No posts after 8 am on Monday will be counted.	90%
Response to posting of a classmate (is optional, but recommended to keep the discussion going)	
Correct spelling, grammar and sentence structure	10%
Total points per weekly discussion	100 %

Tentative Course Outline

Week	Reading	Learning Objectives	Assignments
1	Office 2016 and Windows 10: Essential Concepts and Skills	1	<ul style="list-style-type: none"> • SAM Pretest/Review • Discussion Forum • Textbook Assignment
2	Microsoft Outlook Module 1: Managing Email Messages with Outlook	1,2,3	<ul style="list-style-type: none"> • Discussion Forum • Textbook Assignment
3	Module 1 Cont'd	1,2,3	<ul style="list-style-type: none"> • SAM Assignment • Quiz over Module 1
4	Microsoft Outlook Module 2: Managing Calendars with Outlook	1,2,5	<ul style="list-style-type: none"> • Discussion Forum • Textbook Assignment
5	Module 2 Cont'd	1,2,5	<ul style="list-style-type: none"> • SAM Assignment
6	Microsoft Outlook Module 3: Managing Contacts and Personal Contact Information with Outlook	1,2,4	<ul style="list-style-type: none"> • Discussion Forum • Textbook Assignment • Introduce Project
7	Module 3 Cont'd	1,2,4	<ul style="list-style-type: none"> • SAM Assignment • Quiz over Module 2 and 3
8	Microsoft Outlook Module 4: Creating and Managing Tasks with Outlook	1,2,6	<ul style="list-style-type: none"> • Discussion Forum • Textbook Assignment
9	Module 4 Cont'd	1,2,6	<ul style="list-style-type: none"> • SAM Assignment
10	Microsoft Outlook Module 5: Customizing Outlook	1-6	<ul style="list-style-type: none"> • Discussion Forum • Textbook Assignment
11	Module 5 Cont'd Project Due	1-6	<ul style="list-style-type: none"> • SAM Assignment • Project Due
12	Final Quiz over 4 and 5	1-6	<ul style="list-style-type: none"> • Final Quiz over 4 and 5