Course: **CIS122 Communication and Time Management Applications**
Credit: 4 quarter hours   **Method of Delivery: DF - MW 12:30 – 2:15 pm room 126**

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 plan, prepare, and perform presentations using a current presentation software application, and 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) PowerPoint and Outlook certification exams.

Prerequisite: CIS114 or Proficiency Exam

Text(s) & Manual(s):
Zimmerman, Zimmerman, Pinard, New Perspectives on Microsoft PowerPoint 2013
Freund, Hoisington, Microsoft Outlook 2013: complete, 1ˢᵗ Edition

Supplementary Material(s): SAM 2013—(http://sam.cengage.com)

Materials needed for this course: USB Drive(s) and 2 folders

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

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
7. Create, edit, format and save slide presentations
8. Work with graphics, charts, tables, and multimedia options
9. Apply transitions and animations
10. Collaborate, share and deliver the presentation

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

Flex Learning:
Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.
- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Midstate Plagiarism Policy:
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 an electronic resource 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: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

Instructor:	**Maria Uskova**
E-mail:	**muskova@midstate.edu** **Phone:** 692-4092 ext. **1241** (voice mail only)
Office hours:	W 11:50- 12:30 pm or *by appointment*

Participation requirement/policies and procedures:

1) Assignments/Exams: Homework is due at the beginning of the class period. All homework is to be turned in with your name, date, and the name of the assignment on a cover sheet attached to the homework. Individual exercises will be labeled within an assignment. Each late assignment must have written explanations of the reason. 70% is the highest score that late or make up work can earn. **No make-up work is accepted after week 10.**

2) Attendance: Regular attendance is expected. It is the student's responsibility to notify the instructor when a class will be missed. If you know of a conflict ahead of time, you are welcome to submit Chapters early. If the instructor receives no call or email 12 hours before the missed class period you will be considered missing and no make-up is allowed for that day. DO NOT MISS EXAMS. **Makeup exams will only be given in the case of EXTREME, well-documented situations.**

3) Grades: It is the students' responsibility to keep copies of all assignments turned in for a letter grade until the end of the quarter when a final grade has been earned. If a document is lost and no copy is available, the student will not receive credit.

4) If class is canceled, students will be notified via Midstate email regarding instructions for that week. Students will be required to log into Joule and complete work in order to continue moving forward with the class work.

5) **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 (in class and online).

Assessment of learning/methods of evaluating student performance:

- Lab work assignments will be used to apply the concepts learned from lecture in a hands-on way.
- SAM Online exams and Hands-on Assessments will be given to assess student comprehension of the material.

Examination information:
>SAM Online and Hands-on Assessments for each application

Grading specifications:
>These percentages are all approximate values

>| | |
>|---|---|
>| Attendance/participation | 10% |
>| Assignments | 30% |
>| Exams | 30% |
>| Project | 30% |

Course Project includes
- A PowerPoint presentation (12-15 minutes)

	Tentative Course Outline	
Week	**Class Review Topics/ Learning Objective (LO)**	**Assignments**
1	Introduction to Course SAM Overview Chapter 1: Managing Email Messages with Outlook (**2**, **3**)	1. Register in SAM, if you have not already. Use Firefox browser for opening SAM 2. Open your Midstate email account 3. Do Apply Your Knowledge in our textbook, pg. OUT 50 4. Do In the Lab 1, pg. OUT 54
2	Chapter 2: Managing Calendars with Outlook (**5**)	Managing Calendars; making appointments; setting up meetings. In the Lab 1 on pg. OUT 124
3	Chapter 3: Managing Contacts and Personal Contact Information with Outlook (**4**) OUT 130 – OUT 132 (top of page; Create, Modify and View New Contact; Find a Contact; Create a Contact Group – Distribution List; Search Contacts.	EXTEND YOU KNOWLEDGE pg OUT 170, start with Step 3: (Table 3-2 is on pg OUT 171) do Steps 3 through 6 (Contact Group means "Distribution List" in OWA); Use Search feature (OWA) to ID employees of various Job Titles; Step 7 – Display Research Group and do PrnScrn to send to Instructor. IN THE LAB 2 pg OUT 173 – OUT 174, do PrnScrn to send to Instructor.
4	Chapter 4: Creating and Managing Tasks with Outlook (**6**) OUT 178 – OUT 180 (top of page); Create a New Task; Categorize a Task; Categorize an Email Message; Send a Task.	IN THE LAB 2 pg OUT 228 – OUT 229; do PrnScrn and send to Instructor.

Week	Learning Objectives	Class Review Topics/ Learning Objective (LO)	Assignments
5	2,7,8,9,10	Presentation Concepts: Planning, Developing, and Giving a Presentation and Tutorial 1: Creating a Presentation. PRES 1 – PRES 47	PPT 1 – PPT 60: do Tutorial 1; SAM Project 1 – PPT Outlook Assessment
6	7,8,9,10	Tutorial 2: Adding Media & Special Effects (8)	PPT 69 – PPT 124: do Tutorial 2; SAM Project 2 – PPT; Introduction to Time Management Presentation Project
7	7,8,9,10	Tutorial 3: Applying Advanced Formatting to Objects (8)	PPT 131 – PPT 181: do Tutorial 3; SAM Project 3 – PPT; Time Management Project – Week 7
8	7,8,9,10	Tutorial 4: Advanced Animations and Distributing Presentations (9)	PPT 189 – PPT 232: do Tutorial 4; SAM Project 4 – PPT; Time Management Project – Week 8
9	7,8,9,10	Tutorial 5: Integrating PowerPoint with Other Programs	PPT 241 – PPT 292: do Tutorial 5; SAM Project 5 – PPT; Time Management Project – Week 9
10	7,8,9,10	Tutorial 6: Customizing Presentations and PowerPoint Environment	PPT 301 – PPT 348: do Tutorial 6; SAM Project 6 – PPT; Time Management Project – Week 10
11	2,7,8,9,10	Work on Presentations and any outstanding assignments PowerPoint Presentations	Time Management Project
12	1,7,8,9, 10	PowerPoint Assessment	PowerPoint Assessment