CS 167.11 Course Outline as of Fall 2021

CATALOG INFORMATION

Dept and Nbr: CS 167.11 Title: MS OUTLOOK
Full Title: Microsoft Outlook
Last Reviewed: 9/14/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50 Total Student Learning Hours: 26.25

Title 5 Category:	AA Degree Applicable
Grading:	P/NP Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	BOT 162.7

Catalog Description:
In this course students receive an overview of Microsoft Outlook: work with Contact lists and groups; use the Calendar to set appointments, events, and meetings; compose emails; use Notes, and Tasks; and use Microsoft Outlook with other applications.

Prerequisites/Corequisites:

Recommended Preparation:
CSKLS 334 (or CSKL 360 or CSKL 399.1)

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course students receive an overview of Microsoft Outlook: work with Contact lists and groups; use the Calendar to set appointments, events, and meetings; compose emails; use Notes, and Tasks; and use Microsoft Outlook with other applications. (P/NP Only)
Prerequisites/Corequisites:
Recommended: CSKLS 334 (or CSKL 360 or CSKL 399.1)
Limits on Enrollment:

Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Create both professional and personal appointments.
2. Send and receive email.
3. Manage schedules, contacts, notes, and tasks.

Objectives:
At the conclusion of this course, the student should be able to:
1. Establish a contact with multiple fields.
2. Preview various layouts of printing contact lists and calendars.
3. Establish a personal calendar containing appointments, events, holidays, time zones, and recurring appointments.
4. Create tasks and notes.
5. Receive and send email messages, including attachments; sort, group, filter, and view mail.
6. Integrate Outlook with other Microsoft applications.

Topics and Scope:

I. Getting Started with Outlook
   A. Introducing Outlook
   B. The Outlook Window
   C. Accessing Help
II. Email
   A. Outlook Email
   B. Sending Messages
   C. Handling Incoming Messages
   D. Organizing Messages
III. People
   A. Managing People in Outlook
   B. Contacts

C. Contact Groups
IV. The Calendar
A. Viewing the Calendar
B. Appointments and Meetings
C. Sharing and Publishing Calendars
D. Creating More Calendars
F. Printing Calendars
V. Tasks, Notes, and Integration
A. Notes
B. Tasks
C. Categories
D. Integratinng with Word and Mobile Devices

Assignment:

1. Complete a collection of contacts using varying text fields.
2. Design multiple calendars including time zones, recurring appointments, events, categories, and meetings.
3. Send an email using spell check, formatting, and creative stationery; and inserting graphics, attachments, and items.
4. Use Outlook in combination with another MS Office application (Word or Excel).

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Solve problems involving collections of contacts, calendars, emails, and integrating Outlook with other MS Applications	Problem solving 70 - 95%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, class participation	Other Category 5 - 30%

Representative Textbooks and Materials:
Fastcourse Microsoft Outlook 2019 & 365 Level 1 by Akex Scott, Labyrinth Leraning 2020