

**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:**

CSKL 360 ( or 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: CSKL 360 ( or 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

### **Approval and Dates**

Version:	07	Course Created/Approved:	2/28/2000
Version Created:	9/18/2019	Course Last Modified:	7/2/2024
Submitter:	Sujan Sarkar	Course last full review:	9/14/2020
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	9/15/2020
Version Status Date:	9/14/2020	Semester Last Taught:	Spring 2024
Version Term Effective:	Fall 2021	Term Inactive:	Summer 2025

## **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. Integrating 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 Learning 2020

## **OTHER REQUIRED ELEMENTS**

### **STUDENT PREPARATION**

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	A	Auto-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

### **BASIC INFORMATION, HOURS/UNITS & REPEATABILITY**

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Certificate Applicable Course
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

### **SCHEDULING**

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

### **OTHER CODES**

Discipline:	Office Technologies OR Computer Information Systems	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed is CVU/CVC Developed
Distance Ed Approved:	Y	<a href="#">Either online or hybrid, as determined by instructor</a>
Emergency Distance Ed Approved:	N	None
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course
In-service:	N	Not an in-Service Course