

CS 167.11, Microsoft Outlook

Welcome

This page will tell you important information about the class and how you can be a successful online student. You will find this short four-week online course to be fun as well as packed full of information.

NOTE: This course contains information for Microsoft Outlook 2013. You should have Outlook 2013 to successfully complete the class. You can take the class if you are using Outlook 2010 or 2016, but keep in mind that the materials are all geared to the 2013 version of Outlook. *This class should not be completed using Outlook on a Mac. There are major differences between the Windows and Mac versions. You can use the 2016 version of Outlook as well.*

I recommend you use the full version of Outlook in this course. If you attempt to use Outlook 365 Applications or Outlook Express, you will encounter problems.

Since this is a quick course, the organization of the course has been made as simple as possible. Each week, you should follow the directions on the weekly assignment page, which generally follow this pattern:

1. Read the textbook lesson for the week
2. View any video materials
3. Read the instructor's notes
4. Submit assignment(s) for the week
5. Take the online quiz
6. Post your comments in the Message Forum discussion area

Once in a while, an extra activity may be added to the weekly routine.

Are you ready to get started?

In this short online class, we will be learning about Microsoft Outlook. The class will be fast paced, so stay close to your computer for announcements, activities, and interesting topics!

Adobe Reader

Some pages in this class link to PDF files. You may need the free Adobe Reader application to access the files.

Computer Labs

Outlook is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. Outlook 2013 is installed on the Windows side of the 4 iMacs in 2811. If you do need to use the computer labs on campus you will need to set up a Hotmail account in order to complete the assignments in weeks 2, 3 and 4.

In Petaluma you will use the computer lab in Call Hall. If you are using the Petaluma Campus lab you will need to follow the directions in this link: [Outlook 2013 Petaluma Campus](#)

Contacting Me

My virtual office hours for this class are every Wednesday between 5:00 - 7:00 p.m. and every Friday from 9:00 - 10:00 a.m. This means you can count on me to be online and quickly responding to any e-mail questions you might have. I typically respond to your e-mail as quickly as I can but certainly within 24 hours. However, I usually do not work on the weekends so I can have time with my family. To reach me by e-mail send an e-mail to pdarling-facio@santarosa.edu (don't forget that you can use Outlook to accomplish this). Be sure you include our course (CS 167.11) in the subject line. You may also go to the Questions and Concerns Message Forum to ask a question of the Class.

Course Description

In this course students receive an overview of Outlook - working with Contacts; building an Address Book; using the Calendar to set appointments, events, and meetings; composing emails in plain text and HTML; sending to individuals and distribution lists; using Journal, Notes, and Tasks; and using Outlook with other applications.

Duration: February 14 - March 12 (4 weeks)

Units: 0.5

Grade Code: Pass/No Pass only

Prerequisites: None

Student Learning Outcomes

Students will be able to:

- Organize both professional and personal schedules
- Send and receive email
- Manage schedule, contacts, notes, and meetings

Learning Management System

Students will use the Canvas course web site for assignment instructions, submitting assignments, sharing resources, and viewing grades.

Textbook

There is a textbook that is required for class. It will not be possible for you to complete this class without the text. The text is relatively inexpensive and sells for about \$20

- Title: Microsoft Outlook 2013 - Fastcourse Series
- Author: Trisha Conlon
- Publisher: Labyrinth Learning

- ISBN: 978-1-59136-512-9

There are files that accompany the text and they can be downloaded from the publisher's web site. If you are unable to download the files please let me know. It is possible to complete your classwork without the files, but some adjustments will need to be made. The data files can be located on the publisher's web site using the link below.

[Labyrinth Learning - Outlook 2013 Data Files \(Links to an external site.\)](#)

There is a copy of the textbook on reserve at the Doyle Library on the Santa Rosa Campus. When checking out the text you will need to bring your SJRC student ID along with the following call number: HD69.M537 C665 2014

Required Software

To be successful in the class, you will need to have access to Microsoft software program called OUTLOOK. Please note that this is NOT THE SAME PROGRAM as Microsoft Outlook EXPRESS. You need to have Microsoft Outlook, which generally comes as part of the Microsoft Office Suite. If you ordered the minimal package and have only Microsoft Works on your computer, you may not have Outlook.

You may be using Outlook Express, however, and not even know that you have Microsoft Outlook on your computer! You may want to search for it. Check first (Windows 7) by going to START -> ALL PROGRAMS -> MICROSOFT OFFICE. Is "Microsoft Office Outlook" there? For Windows 8, use the Charms to view the search icon (magnifying glass) -> type Outlook in the search area and hit Enter.

Important Dates

- February 14 - Class begins
- February 16 - Last day to drop with a refund
- February 19 - Last day to drop without a W
- March 5 - Last day to drop with a W
- March 12 - Last day of class

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

Attendance

Students who fail to log on and initiate participation by 11:59 p.m. Pacific Time of the first week of the class may be dropped by the instructor.

Grading

Your overall grade will be based on these factors:

- Message Forum for 4 weeks x 5 points each (20 points)
- Completing 4 assignments x 5-15 points each (40 points)
- Test scores 4 x 10 points each (40 points)

Grading is Pass / No Pass only. Since this course is P/NP only, a percentage score of 70% (70 points) is required for a Pass grade. However, you must also do work in all four weeks in order to pass the class. For example, you can't skip all the work in week 1 and still pass the class, even if you have earned 70 points. You must do some part of the work in each week to pass.

This is not a self-paced class, and there are important due dates. In order to receive full credit for your work, you must submit your assignments by midnight of the due date. Assignments are always due on a Sunday as this will allow you the entire week to complete your work.

You can submit an assignment before the due date, but, if you submit an assignment after the due date, a 10% penalty will be deducted from the points possible for each day the assignment is late. Assignments will not be accepted more than one week after the deadline for ANY reason.

There will be videos and online resources included each week. The videos are not required, but are very informative.

Late Policy

All assignments are due by midnight on the due date shown in the Modules link. A late submission will receive a 10% penalty per day, with a max penalty of 50%.

Quizzes

You will have four quizzes worth ten (10) points each covering the material in each lesson. You will have 20 minutes to complete each quiz so be sure you have enough time to finish before you click on the Quiz link.

You must take the quizzes by the deadlines; quizzes cannot be submitted late. The computer turns off the tests at midnight of the due date; however, if you are in the middle of the test at midnight, the computer will allow you to submit the quiz. No makeup of quizzes is allowed. If a quiz is not taken, "0" points will be assigned.

As soon as you click "Submit and Finish" the quiz will be sent to the Gradebook. The score you receive on the first quiz you take will be the score that is recorded in the Gradebook.

You may take the quiz more than once but your first submission will be the graded submission so please do not hit Enter until you have completed the quiz. If you click the quiz link and open the quiz you must take it! You cannot open the quiz, close it and then reopen it without incurring a penalty.

Unless you have a notice of accommodation from Disability Resources, you will have 20 minutes to complete the quiz. There is no timer in the quiz so you will need to watch your time. Be sure you have time to complete it before you click the link below. Again, once you click on the quiz link you must complete the quiz.

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism: [SRJC Writing Center Lessons on avoiding plagiarism \(Links to an external site.\)](#)
[SRJC's statement on Academic Integrity](#)

Special Needs

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).