CIS A137: MICROSOFT OUTLOOK

Item	Value
Curriculum Committee Approval Date	03/13/2019
Top Code	070210 - Software Applications
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

The basics of communicating by email. Students will use basic computer concepts for learning Microsoft Outlook. Other topics include the use of the calendar, weather, management of contacts, tasks, notes, appointments, mail merge, scheduling, integrating Outlook with other applications, and working in the cloud. Provides preparation for students seeking Microsoft Office Specialist (MOS) certification. ADVISORY: Keyboarding competency of 25 words a minute for 3 minutes with no more than 1 error per minute. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Demonstrate mastery of Microsoft Outlook by producing and managing emails, calendars, and contact lists.

Course Objectives

- 1. Demonstrate the use of e-mail.
- 2. Distinguish between contacts by using categories.
- 3. Produce and customize notes.
- 4. Demonstrate the use of task lists.
- 5. Produce appointments and events in the Calendar.
- 6. Apply principles of file management including the use and creation of folders.
- 7. Demonstrate the search, sort, group and filter messages techniques.
- 8. Apply principles of conditional formatting to organize items.

Lecture Content

Understanding Essential Computer Concepts Recognize Digital World Distinguish Types of Computers Identify Computer System Components Compare Types of Memory Summarize Types of Storage Media Differentiate Between Input Devices Explain Output Devices Describe Data Communications Define Types of Networks Assess Security Threats Understand System Software Describe Types of Application Software Communicating by e-mail Understand email addresses Starting Outlook Customizing the Outlook Window Understand email folders Sending e-mail messages Creating an e-mail account Downloading Messages Replying and forwarding mail Creating a Signature Saving a message in another file format Sending and receiving attachments Deleting items Managing Contacts Employ good email practices   Creating contacts Assigning categories to contacts Creating a distribution list Printing contact lists Receiving a contact card Sending an e-mail to a distribution list Scheduling appointments, meetings or tasks with a contact Organizing contacts   Creating a Word mail merge from Outlook Planning Tasks and Schedules Taking notes Passing notes to others Compiling a to-do list Organizing task Assigning a task Scheduling the calendar Planning a meeting Checking off completed tasks Saving a calendar as a Web Page Weather in calendar view Send electronic business cards Coordinating calendars Deleting Outlook items Managing the Inbox Flagging messages Setting message options Creating a personal folder Filing messages Creating rules with the rules wizard Managing Rules Rearranging messages Archiving messages Moving or highlighting specific messages Integrating Outlook with Other Programs Using the Journal Creating email messages from office files Creating and saving office files in Outlook Importing and exporting Mapping fields Exporting a personal folder file Required FAX service Customizing Outlook Custom forms Forms in design mode Publishing a form Customizing views with fields Managing files and shortcuts Using Outlook with the Internet Internet concepts and web page assessment Newsgroups Microsoft Office internet free/busy service Instant messaging Working in the Cloud Understand Office in the Cloud Getting a Microsoft account Work Online How to disable default saving to OneDrive Explore OneDrive Manage Files in OneDrive Share Files Co-authoring documents Explore Office Web apps   Productivity Apps in the Workplace Introduction to OneNote 2016 Introduction to Sway Introduction to Office Mix Introduction to Microsoft Edge

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

Lecture Use of computers to demonstrate the topic Computer laboratory assignments Group discussions

Reading Assignments

Textbook reading assignments: 2 hours per week.

Writing Assignments

Student performance on quizzes, tests including short essays, and computer lab assignments will be used to determine proficiency.

Out-of-class Assignments

Project-based performance, demonstration, and application of skills.

Demonstration of Critical Thinking

Quizzes Computer Projects Exams consisting of multiple choice, true or false, and essay questions

Required Writing, Problem Solving, Skills Demonstration

Student performance on quizzes, tests including short essays, and laboratory assignments will be used to determine proficiency.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelors degree and two years of professional

experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Hoisington, Corinne. Shelly-Cashman Microsoft® Office 365 Outlook 2016: Intermediate, , 1st Edition ed. Boston: Cengage, 2016 Rationale: .