1. **COURSE TITLE\*: Outlook**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: CSCI 2216**
3. **PREREQUISITE(S)\*: None COREQUISITE(S)\*: None**
4. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3 LECTURE HOURS\*: 2.5**

 **LABORATORY HOURS\*: .5 OBSERVATION HOURS\*:**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

Introduction to using Outlook as a contact management system by managing time, tasks, email, and projects. Include effective and efficient management of message services including automated and message security, managing schedules, managing contacts and personal contact information, and information organization in preparation for Microsoft Outlook Exam.

1. **LEARNING OBJECTIVES\*:**

Upon successful completion of the course, the student will be able to operate and perform advanced applications within contact management and editing software. The student will be able to:

1. Explain Outlook as an organization tool.
2. Utilize advanced e-mail tools
3. Manage e-mail messages
4. Understand how to work with and organize contacts
5. Create calendars.
6. Set up meetings using Outlook.
7. Use advanced calendar management tools.
8. Manage tasks.
9. Establish categories and learn how to use Outlook data files.
10. Manage notes and journal entries.
11. Prepare for the Microsoft Office Specialist Exam in Outlook 2016 reflecting skills achieved using this application.
12. Complete the Microsoft Office Specialist Exam in Outlook 2016 reflecting skills achieved using this application.
13. **ADOPTED TEXT(S)\*:**

*Microsoft Outlook 2019*

Authors: Denise Seguin

Publisher: Paradigm Education Solutions

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**9780763895181**

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***
2. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

 B: 80 – 89

 C: 70 – 79

 D: 60 – 69

 F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS:**

**Grading will follow the policy in the catalog. Students are required to complete the MOS Outlook 2016 Final worth 10% of their final grade.**

|  |  |
| --- | --- |
| Graded Content | Percentage |
| SNAP Training Tutorial Completion | **8%** |
| SNAP Exercise Completion | **25%** |
| SNAP Concept Exam Completions | **8%** |
| SNAP Skills Check Completions | **15%** |
| SNAP Project Completions | **15%** |
| Discussions and BB IM Utilization Assignment | **4%** |
| GMetrix Multi-Project Training and Testing (50 points each)  | **14%** |
| Final MOS Certification Test (1) 77-731 | **10%** |
| Reflections Survey | **1%** |
| TOTAL | **100%** |

1. **COURSE METHODOLOGY OR COURSE FORMAT:**

May include but not limited to: Lectures, independent and group projects, in-class and home assignments, tests, quizzes and lab exercises. This course must be offered on campus. Attendance is required.

1. **COURSE OUTLINE:**

Weeks 1 and 2 – Chapter 1: Communicating with Email

Weeks 3 and 4 – Chapter 2: Managing and Archiving Email Messages

 \*Course Learning Objective #3

Weeks 5 and 6 – Chapter 3: Using Calendar for Scheduling

 \*Course Learning Objective #5

 \*Course Learning Objective #7

Week 7 – Gmetrix Practice Exams

 \*Course Learning Objective #1

Weeks 8 and 9 – Chapter 4: Managing Contacts

 \*Course Learning Objective #4

Weeks 10 and 11 – Chapter 5: Creating Tasks and Notes

 \*Course Learning Objective #8

 \*Course Learning Objective #10

Weeks 12 and 13 – Chapter 6: Customizing and Integrating Outlook Components

 \*Course Learning Objective #2

 \*Course Learning Objective #6

 \*Course Learning Objective #9

Week 14 – Gmetrix Practice Exams

\*Course Learning Objective #11

Week 15 - Preparation for MOS Test in Outlook 2016

 \*Course Learning Objective #11

Week 16 - MOS Final and Students will complete a Reflections Survey of the course.

 \*Course Learning Objective #12

\**Instructor will reserve the right to organize work to meet objectives of the course*.

**15. SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*: None**

**16. OTHER INFORMATION\*\*\*:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.