

CAOT R804: MS OUTLOOK

Originator

ptrujillo

College

Oxnard College

Discipline (CB01A)

CAOT - Computer Apps/Office Tech

Course Number (CB01B)

R804

Course Title (CB02)

MS Outlook

Banner/Short Title

MS Outlook

Credit Type

Noncredit

Start Term

Fall 2022

Catalog Course Description

This course introduces personal management software and use of Microsoft Outlook functions. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

N (Noncredit)

Course Transfer Status (CB05) (select one only)

C (Not transferable)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

K - Other Noncredit Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

I - Short-Term Vocational

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(L) Letter Graded

Alternate grading methods

(O) Student Option- Letter/Pass

(E) Credit by exam, license, etc.

(P) Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

Yes

Number of times a student may enroll in this course

Unlimited

Units and Hours

Carnegie Unit Override

Yes

Total in-Class (full semester or term)

Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)

32

Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)

32

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

32

Total Maximum Student Learning Hours

32

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|--|
| 1 | Use Outlook to create and send emails. |
| 2 | Create contacts and contact groups. |
| 3 | Create, edit and save calendar items including appointments, events and meeting requests |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|----|---|
| 1 | Identify the main features of Microsoft Outlook. |
| 2 | Create calendar appointments, events and meeting requests. |
| 3 | Edit calendar items. |
| 4 | Save and store contacts and e-mail addresses. |
| 5 | Create a running list of tasks and set electronic reminders. |
| 6 | Identify and customize the main sections (panes) in Outlook. |
| 7 | Write and send an effective workplace e-mail. |
| 8 | Send an e-mail with an attachment. |
| 9 | Create rules to manage incoming mail by using folders |
| 10 | Customize e-mail by setting default signature, themes, and fonts. |
| 11 | Create and manage contacts and groups. |
| 12 | Create, move, and delete folders. |

Course Content

Lecture/Course Content

1. Introduction to Outlook
 - a. Checking Your Email
 - b. Outlook Tasks Overview
2. Sending and Receiving Messages
 - a. Formatting and Sending Messages
 - b. Email Etiquette
 - c. Signatures
 - d. Attachments and Hyperlinks
 - e. Tracking Options
3. Managing Messages
 - a. Organizing Messages
 - b. Automating Outlook
 - c. Junk Mail and Clutter
 - d. Conversations
 - e. Searching in Outlook
 - f. Importing and Exporting
4. Working with the Calendar
 - a. Create and Manage Calendars
 - b. Create and Manage Calendar Items
 - c. Meetings
 - d. Tasks
5. Managing Contacts and Groups
 - a. Create and Modify Contacts
 - b. Create and Manage Contact Groups
 - c. Using the Navigation Bar
 - d. Working with Multiple Accounts
6. Tasks and To-Do Items
 - a. Understanding Task and To-do Items
 - b. Creating Tasks
 - c. Managing Tasks
7. Folders, Rules, Categories, and Follow up Flags
 - a. Using Folders
 - b. Using Rules
 - c. Using Categories
 - d. Using Follow up Flags

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Group projects

Laboratory activities

Objective exams

Quizzes

Skills demonstrations

Skills tests or practical examinations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations

Class activities

Class discussions

Computer-aided presentations

Demonstrations

Distance Education

Instructor-guided use of technology

Laboratory activities

Lecture

Small group activities

Describe specific examples of the methods the instructor will use:

1. The instructor may lecture and provide presentations supported with visual aids of the topics of each chapter in the textbook such as, email features and composing emails, calendar items, creating contacts, creating folders and more.
2. The instructor may demonstrate the use of various tools and techniques in the use of e-mail and personal management (PM) software.
3. The instructor may facilitate class discussions with students on the topics of each chapter. The discussions throughout the semester provide a forum for the students to explain and demonstrate their knowledge of e-mail and PM tools such as, creating rules, categorizing items, sharing calendars and tasks and more.
4. The instructor may direct the students to study sources of information in the Internet in support of the topics in the textbook. These web sources would contain information directly related to topics such as formatting styles, netiquette, and effective communication techniques.

Representative Course Assignments

Writing Assignments

1. Students may be required to compose and send a series of e-mail messages using proper format and content.

Reading Assignments

1. Students will be required to read and study the information presented in each chapter such as mail, contacts, calendar, and folders, among other Outlook topics.
2. Students may be required to study material presented in various Internet sites and instructor handouts. Examples of websites: <http://www.radicati.com/>, <http://www.wisc.edu/writing> (<http://www.wisc.edu/writing/>), <http://www.iwillfollow.com/email.htm>, <http://www.dynamoo.com/technical/etiquette.htm>

Skills Demonstrations

Students will create and send effective e-mail messages, create folders, create and manage contacts and groups, set up appointments, etc.

Outside Assignments

Textbooks and Lab Manuals

Resource Type

Other Instructional Materials

Description

Articles and research papers on e-mail and personal information management software..

Description

"IT Certification Training Courseware: MOS Certification Training." *IT Certification Training Courseware | Microsoft Office 2019 Certification Training*, <http://www.testout.com/>

Library Resources

Sufficient Library Resources exist

No

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group email reminders of deadlines, to inform of upcoming course content or events.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss sensitive content and/or when more immediate communication is necessary.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.

E-mail	Email will be used for individual interaction between professor and student, to send group email reminders of deadlines, to inform of upcoming course content or events.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss sensitive content and/or when more immediate communication is necessary.

100% online Modality:**Method of Instruction****Document typical activities or assignments for each method of instruction**

Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group email reminders of deadlines, to inform of upcoming course content or events.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss sensitive content and/or when more immediate communication is necessary.
Synchronous Dialog (e.g., online chat)	Online chat will provide the opportunity for discussions and to answer questions and provide feedback.
Other DE (e.g., recorded lectures)	Lectures will be recorded to introduce new chapter content, to demonstrate software or computer use, and to provide examples.

Examinations**Hybrid (1%–50% online) Modality**

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Additional Minimum Qualifications**Minimum Qualifications**

Office Technologies

Business Education

Review and Approval Dates**Department Chair**

09/04/2019

Dean

09/04/2019

Technical Review

09/11/2019

Curriculum Committee

09/11/2019

DTRW-I

10/10/2019

Curriculum Committee

10/23/2019

Board

11/12/2019

CCCCO

12/13/2019

Control Number

CCC000611297

DOE/accreditation approval date

MM/DD/YYYY