BUSNC 625 - Microsoft Outlook Course Outline

Approval Date: 05/10/2018
Effective Date: 08/13/2018

SECTION A

Unique ID Number	CCC000595639
Discipline(s)	Business Machine Technology Computer Information Systems
Division	Career Education and Workforce Development
Subject Area	Business-Noncredit
Subject Code	BUSNC
Course Number	625
Course Title	Microsoft Outlook
TOP Code/SAM Code	0514.00* - Office Technology/Office Computer Applications* / C - Occupational
Rationale for adding this course to the curriculum	This course is part of the business information certificate. The skills are needed, however the credit courses are low enrolled. Developing this series in a non credit forum will better meet the needs of workforce and students. This will also allow us to better serve typically, non-college aged students.
Cross List	*N/A*
Typical Course Weeks	9

Total Instructional Hours

Contact Hours	
Lecture	27.00
Lab	0.00
Activity	0.00
Work Experience	0.00

Total Contact Hours	27
Open Entry/Open Exit	No
Maximum Enrollment	
Grading Option	Non-credit Course

Distance Education Mode of Instruction	On-Campus
	Hybrid
	Entirely Online
	Hybrid more than 50%

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability	May be repeated 99 times
Catalog Description	This course covers the major components in Microsoft Outlook: E-mail, Calendar, People, and Tasks. The components will be explored in step-by-step tutorials.
Schedule Description	

SECTION D

Condition on Enrollment

1a. Prerequisite(s): *None*

1b. Corequisite(s): *None*

1c. Recommended: *None*

1d. Limitation on Enrollment: *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

    A. Demonstrate knowledge of the major Outlook features.

2. Course Objectives: Upon completion of this course, the student will be able to:

    A. Demonstrate and apply the use of Outlooks core features.

    B. Send and receive Email.

    C. Utilize the Calendar.

    D. Add contacts.

    E. Utilize Tasks.

    F.

3. Course Content

A. Overview of the Outlook program.

B. Send and Receive Email.

C. Organizing Email.

D. Using the Calendar.

E. Creating Tasks.

F. Integrating Outlook with other Programs.

4. Methods of Instruction:

   Distance Education:

   Lecture:

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Exams/Tests -- Example: Multiple Choice test on the core features in the Microsoft Outlook program.
Home Work -- Example: Create an address book in the People section of Microsoft Outlook. Add 10 contacts. Email all 10 contacts in the list.
Final Exam -- Example: 75 question Multiple Choice exam on the major features of Microsoft Outlook. Create a distribution list and email the contacts on the distribution list.

Non-credit Course

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.
   A. Reading Assignments
      Read Chapters 1 and complete the activities at the end of the chapter.
   B. Writing Assignments
      Compose a short email message and send it to your Instructor and one other student in the course. The following fields must be included: body, carbon copy, and body of the message.
   C. Other Assignments
   D.

7. Required Materials
   A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.
   Book #1:
   Author: Seguin
   Title: Microsoft Outlook 2016
   Publisher: Paradigm Solutions
   Date of Publication: 2016
   Edition:

   B. Other required materials/supplies.

   • Access to a computer or equivalent technology

8. CB Codes
   CB04 Credit Status: N - Noncredit
   CB08 Basic Skills Status: N - Not Basic Skills
   CB10 Course COOP Work Exp-ED: NCOOP = Not part of Coop Work Exp
   CB11 Course Classification Status: J = Workforce Preparation
   CB13 Special Class Status: N - Not a Special Class
   CB21 Prior Transfer Level: Y - Not applicable
   CB22 Noncredit Category: J - Workforce Preparation
   CB23 Funding Agency Category: Y - Not Applicable
   CB24-Program Course Status: 1 = Program Applicable