

AIS 002A: INTRODUCTORY MICROSOFT OUTLOOK

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Formerly known as:

CIS 002 (or if cross-listed - inactivated courses associated with this course)

Originator

promero

Co-Contributor(s)**Name(s)**

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Justification / Rationale

We are updating the book with a new one with better organized content as well as more practical exercises. Our students will be able to develop their Outlook skills in a more practical way. Also, we are reorganizing the content to be covered more effectively. The mobile device portion of the class is going to be practical and not theoretical. Because the lab will allow students to work from tablets and/or their smartphones, if they prefer.

Effective Term

Spring 2021

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

002A

Full Course Title

Introductory Microsoft Outlook

Short Title

INTRODUCTORY MS OUTLOOK

Discipline**Disciplines List**

Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality

Face-to-Face

100% Online

Catalog Description

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business.

Schedule Description

Communication, information sharing, and collaboration using Microsoft Outlook.

Lecture Units

0.5

Lecture Semester Hours

9

Lab Units

0.5

Lab Semester Hours

27

In-class Hours

36

Out-of-class Hours

18

Total Course Units

1

Total Semester Hours

54

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Robert Nordell

Title

Microsoft Outlook 365 Complete

Edition

2019

City

New York, NY

Publisher

McGraw Hill

Year

2019

College Level

Yes

ISBN #

978-1-260-81869-7

Class Size Maximum

32

Course Content

1. Outlook Overview and email basics
 - a. Working with Outlook
 - b. Navigating Outlook
 - c. Understanding Outlook Environments
 - d. Adding email accounts
 - e. Creating Sending and Receiving email
 - f. Handling Attachments

- g. Understanding Arrangement and Icons
- h. Cleaning up your Inbox
- 2. Email special features
 - a. Understanding email formats
 - b. Using Message Options
 - c. Using Categories
 - d. Using follow up flags
 - e. Using Voting buttons
 - f. Customizing your email
- 3. Contacts
 - a. Understanding Contacts
 - b. Creating Contacts
 - c. Editing a Contact record
 - d. Using and modifying views in Contacts
 - e. Using Contacts and Contact Groups
 - f. Using Groups
- 4. The Calendar
 - a. Understanding Calendar items
 - b. Navigating the Calendar views
 - c. Creating and editing Calendar items
 - d. Creating and using meeting requests
 - e. Working with Group Calendars
- 5. Tasks, To-Do Items and user interface
 - a. Understanding Task and To-Do Items
 - b. Creating and using Tasks
 - c. Viewing Tasks and To-Do Items
 - d. Managing Tasks
 - e. Customize the User Interface in Outlook
- 6. Folders, Rules, Quick Steps and Search Folders
 - a. Using Folders
 - b. Creating and Using Rules
 - c. Customize and Use Quick Steps
 - d. Using Search Folders

Lab Content

1. Developing and assigning classroom, lab, and/or online exercises such as drills and quizzes in order to apply Microsoft Outlook's basic features and categorizing to manage e-mail, contacts, and calendaring items.
2. Developing and assigning classroom, lab, and/or online exercises such as drills and quizzes in order to understand how to integrate Microsoft Office with Outlook components.
3. Developing and assigning classroom, lab, and/or online exercises and research activities to understand how Outlook information is synchronized with mobile devices.

Course Objectives

Objectives	
Objective 1	Utilize categories to organize Outlook items.
Objective 2	Synchronize email and calendar with mobile devices.
Objective 3	Manage email and contacts.
Objective 4	Create a professional email.
Objective 5	Schedule appointments and meetings.
Objective 6	Define process to merge Outlook with other Microsoft Applications.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Apply Outlook's basic features to manage email, calendar, contacts and scheduling.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Practice using Outlook features such as professional emails, calendar appointments
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities in order utilize Outlook as a client with Exchange Server
Activity	Creation and usage of Outlook components
Technology-based instruction	Use of web-based Outlook 365 to perform assignments, instructor grading
Participation	Presentation of classroom and/or online lectures, Web site reviews, and text descriptions in order to describe Microsoft Outlook installation configurations
Lecture	Presentation of topic in content

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Weekly classroom and/or online lectures, Web site reviews, and text descriptions in order to describe Microsoft Outlook installation configurations. Written reports designed to identify and list time management strategies	In and Out of Class
Tests/Quizzes/Examinations	Developing and assigning weekly classroom, lab, and/or online exercises such as drills and quizzes in order to apply Microsoft Outlook's basic features like categorizing to manage e-mail, contacts, and calendaring items. Integration with Outlook component	In Class Only
Group activity participation/observation	Individual, small group, or paired presentations designed to evaluate student's understanding of how to integrate Microsoft Office applications with Outlook	In Class Only
Laboratory projects	Developing and assigning weekly classroom, lab, and/or online exercises and research activities to understand how Outlook information is synchronized with mobile devices	In and Out of Class
Laboratory projects	Capstone Project that will assess learned elements of Outlook	In and Out of Class

Assignments
Other In-class Assignments

- Exams/Test: Students will take quizzes and examinations to assess their knowledge of basic computer commands by answering objective items which may include true/false, multiple choice, fill-in, and/or matching questions
- Class Performance: Completion of required lessons and drill assignments will be assessed using minimum performance standards

Other Out-of-class Assignments

- Relevant textbook content, Web-based articles, and digital textbooks
- Write a brief summary of two Outlook software features
- Create and share multiple components of Outlook projects
- Research mobile device synchronization with Outlook

Grade Methods

Letter Grade Only

Distance Education Checklist

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

Microsoft Office can be downloaded for free by the College of the Desert Students

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation

Regular virtual office hours

Private messages

Online quizzes and examinations

Video or audio feedback

Weekly announcements

External to Course Management System:

Direct e-mail

Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well

Other Information

MIS Course Data

CIP Code

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

AIS 002 Approval Letter.pdf

Approvals**Curriculum Committee Approval Date**

11/21/2019

Academic Senate Approval Date

12/12/2019

Board of Trustees Approval Date

1/17/2020

Chancellor's Office Approval Date

1/21/2020

Course Control Number

CCC000612086

Programs referencing this course

Hospitality Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=117/>)
Business Information Worker Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=199/>)
Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=223/>)
Agri-Business AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=46/>)
Hospitality Management AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined?key=60/>)
Agriculture Office Assistant Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=84/>)
Agriculture Office Professional Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=85/>)