AIS 002: MICROSOFT OUTLOOK

Formerly known as:
CIS 002 (or if cross-listed - inactivated courses associated with this course)

Originator
Pablo Romero

Justification / Rationale
Enter unique number for recent approval of course

Effective Term
Fall 2019

Credit Status
Credit - Degree Applicable

Subject
AIS - Applications and Information Systems

Course Number
002

Full Course Title
Microsoft Outlook

Short Title
MICROSOFT 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
1.5
Lecture Semester Hours
27

Lab Units
0.5
Lab Semester Hours
27

In-class Hours
54

Out-of-class Hours

54

Total Course Units

2

Total Semester Hours

108

Required Text and Other Instructional Materials

Resource Type

Book

Open Educational Resource

No

Author

Randy Nordell, Michael-Brian Ogawa

Title

MS Office 2016 In Practice, Outlook Complete

Edition

2016

City

New York, New York

Publisher

McGraw Hill/Irwin

Year

2017

College Level

Yes

ISBN #

978-1-259-76274-1

Class Size Maximum

30

Course Content

1. Communicating Via E-mail.
    a. How to create, send, receive, store, and categorize e-mail.
    b. Flag and tack messages.
    c. Set message options.
    d. Create folders for organizing e-mail.
    e. Create rules to manage e-mail.
2. Plan Tasks and Schedules.
    a. How to schedule and categorize personal and business appointments, events, and plan/coordinate meeting attendees and resources.
    b. Create, edit, and assign categories to notes.
    c. Create, view, track, categorize, and assign tasks.
3. Managing Contact Information.
    a. Store names, addresses, and other information regarding personal and business contacts.
    b. Categorize contact information.

     c. Link Outlook activities to contacts.
     d. Use Outlook Contacts for merge activities with Microsoft Word.
4. Integrate Outlook with Other Programs.
     a. Record activities in the Journal
     b. Create e-mail with Microsoft Office applications.
5. Customize Outlook Forms.
     a. Customize the navigation pane.
     b. Customize menus and toolbars.
     c. Customize your email, signature and themes.
     d. Desktop alerts.
6. Use Outlook as a client with Exchange Server.
     a. Understand the difference in the configuration of an Exchange Server e-mail account.
7. Synchronize Outlook with PDAs and Handhelds.
     a. Identify how Outlook information is synchronized with mobile devices.
8. Scheduling and Time Management.
     a. Apply time management strategies to Microsoft Outlook components (e-mail, calendar, tasks, journal, and notes).

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.
4. Individual projects designed to evaluate student's understanding of how Outlook synchronizes with PDAs.

Course Objectives

	Objectives
Objective 1	Identify Outlook installation configurations.
Objective 2	Utilize categories to organize Outlook items.
Objective 3	Synchronize email and calendar with mobile devices.
Objective 4	Manage email and contacts.
Objective 5	Integrate other Microsoft Office Suite products with Outlook.
Objective 6	Create a professional email.
Objective 7	Schedule appointments and meetings.
Objective 8	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 and contacts.
Outcome 2	Demonstrate time management and scheduling strategies that can be used with Outlook and other Microsoft Applications.

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	Presentation of 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 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 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
- Projects: 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.
- Exams/Tests: Keyboarding skill will be assessed using timed writings to determine both speed and accuracy, as used in work settings.
- Class Performance: Completion of required lessons and drill assignments will be assessed using minimum performance standards for accuracy and speed.

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, 3cmediasolutions, 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.

Online Course Enrollment

Maximum enrollment for online sections of this course

32

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

3/5/2019

Academic Senate Approval Date

3/14/2019

Board of Trustees Approval Date

5/17/2019

Chancellor's Office Approval Date

5/28/2019

Course Control Number

CCC000605502

Programs referencing this course

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)
Agriculture Office Assistant Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=84)
Agriculture Office Professional Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=85)