Lecture Contact Hours: 8-9; Homework Hours: 16-18; Total Student Learning Hours: 24-27
Laboratory Contact Hours: 24-27; Homework Hours: 0; Total Student Learning Hours: 24-27

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 151 – USING MICROSOFT OUTLOOK

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description
Designed to offer students proficiency in the use of Microsoft Outlook to create email messages, maintain personal calendars and schedules, plan work, maintain contact lists, and organize information.

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 100, 114, 119 or 120 or equivalent

Entrance Skills
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
1) Employ the touch method and proper techniques when keying.
2) Demonstrate keyboard input of at least 18 wpm unless a physical disability limits speed.
3) Distinguish the various parts of the keyboard and how these parts may be used most effectively.
4) Prepare correctly formatted, error-free documents including memos, letters, tables and business reports.
5) Use computer commands from a word processing software program to format characters, lines and pages and perform the basic file management activities of saving, moving, copying, deleting and printing.
6) Compose personal and business correspondence.
7) Identify input, output and storage devices in a computer system.
8) Use a mouse or similar device efficiently.
9) Format and care for disks.
10) Identify common types of software and their purposes.
11) Use the Internet for common tasks.
12) Identify the basic features of the Windows operating system.
13) Evaluate the benefits of commonly used computer operating systems and utilities.
14) Evaluate the factors involved in selecting an appropriate computer system.
15) Identify maintenance techniques to keep computers running properly.
16) Define basic computer operating system concepts and terms.
17) Use the Windows operating system efficiently to maximize productivity.
18) Evaluate file organization and create appropriate folders for easy location of files.
19) Demonstrate basic file management (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying and printing).
20) Use the Help feature effectively.
21) Use built-in features such as scandisk, defrag, find, compress and backup.
22) Use Windows applications efficiently.
23) Evaluate the appropriateness of customization and shortcuts.

Course Content
1) Using and organizing email messages

2) Using Outlook modules to create a calendar, task list, contact list, journal, notes and organize the In box
3) Navigating the Outlook modules and organizing the Outlook Bar
4) Using folders and other tools to organize information in Outlook
5) Using manual and automatic journaling

Course Objectives
Students will be able to:
1) Compose, send, reply to, forward, open, print, delete and flag email messages and demonstrate the practical application of speedy mail message reception and delivery.
2) Demonstrate how to attach files to an email message by emailing a specific file to the instructor.
3) Create and maintain folders and calendars, viewing and printing them in daily, weekly and monthly views and demonstrate their practical application in the standard business environment.
4) Maintain and utilize task, address, distribution and contact lists and demonstrate the practicality of maintaining information about individuals and companies with whom you regularly communicate by email, fax, letter and telephone.
5) Create, update, print and delete notes and tasks, demonstrating the importance of maintaining a to-do list by assigning a task, the task due date, and tracking when the task is completed.
6) Schedule, update, delete, move and cancel an appointment or meeting, demonstrating the advantage of appointment and meeting reminders.
7) Generate an email merge using Contacts and demonstrate the practical application and advantages of email merge for form letters.
8) Integrate Outlook modules with other Microsoft Office applications such as Word and Excel.
9) Organize the Outlook Today page to display a current list of appointments, tasks and emails.
10) Create Folders and Categories to organize electronic documents and demonstrate their practical applications of minimizing file storage and maximizing efficiency in the standard office environment.

Method of Evaluation
A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
1) Tests and final exam that measure students' ability to:
   a. Identify and use basic features of Microsoft Outlook (compose, send, reply to, forward, open, print, delete and flag email messages, attach files to email messages, maintain and utilize task, address, distribution and contact lists) and demonstrate their practical application.
   b. Create, maintain, update, print and delete notes, tasks, appointments and meetings using Folders, Categories and Calendar and demonstrate their practicality by integrating with other Microsoft Office applications such as Word and Excel.
   c. Organize the Outlook Today page to display a current list of appointments, tasks and emails and generate email merge using Contacts.
2) Exercises that require students to compose, send, reply to, forward, open, print, delete and flag email messages, attach files to email messages, maintain and utilize task, address, distribution and contact lists and demonstrate their practical application.
3) Assessments that require students to create, maintain, update, print and delete notes, tasks, appointments and meetings using Folders, Categories and Calendar and demonstrate their practicality by integrating with other Microsoft Office applications such as Word and Excel.
4) Assessments that require students to organize the Outlook Today page to display a current list of appointments, tasks and emails, and generate email merge using Contacts to perform standard office tasks.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Computer lab with appropriate software

Method of Instruction
1) One-on-one lecture and/or group lecture
2) Self-paced reading assignments and projects
3) Individual assistance

Out-of-Class Assignments
Assigned textbook reading

Texts and References
1) Required (representative example): Seguin, Denise. *Microsoft Outlook 2016*. Paradigm, 2017.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Create and send email messages, create and maintain calendars, task lists and contact list.
2) Integrate Outlook modules with other Microsoft Office applications.
3) Create Folders and Categories to organize electronic documents.
4) Organize the Outlook Bar for maximum efficiency.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Compose, send, reply to, forward, open, print, delete and flag email messages with file attachments.
2) Create and maintain calendar appointments and meetings.
3) Maintain and utilize distribution lists and contacts.
4) Create, update, print and delete tasks.