

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** MOFF 6645

**Course Title:** Microsoft Outlook I

**Course Description:** Introduction to Microsoft Outlook, including the Ribbon interface; navigating in Outlook; setting email options; sending messages; attaching files; responding to messages; creating contacts and distribution lists; creating notes, reminders, and tasks; assigning tasks; sharing calendars; the To-Do bar.

**Suggested Course Prerequisite(s):** Familiarity with using Microsoft Windows.

**Course Resources:** FastCourse Microsoft Outlook 2019 and 365: Level 1  
Labyrinth Learning; ISBN-13: 978-1-64061-187-0

**Student Learning Outcomes:**

Identify the elements of outlook; navigate the outlook screen and get help on outlook topics; set email options, send messages, handle incoming messages and organize messages. Explore the people view, work with contacts, contact groups; use the people pane and outlook social connector. Create and edit appointments and meetings, set recurring appointments, use calendar views share and print your calendar. Work with notes, create and edit tasks, assign and accept/decline tasks; use the folder list and to-do bar; integrate Outlook with Word and Excel; access outlook information on a mobile device.

**Certification Notes:**

**Next course recommendation:** Microsoft Word I, Microsoft Excel I, Microsoft PowerPoint I

**Lesson Plan – by week or session:**

Session 1: Getting Started with Outlook 2016

- Introducing Outlook 2016
- Navigating the Outlook Window
- Accessing Help

Session 2: Working with Email

- Getting Started with Outlook Email
- Sending Messages
- Handling Incoming Messages
- Organizing Messages

Session 3: Working with People

- Managing People in Outlook
- Working with Contacts
- Working with Contact Groups
- Staying Connected with People

Session 4: Working with the Calendar

- Exploring the Calendar
- Working with Appointments and Meetings
- Sharing and Publishing Calendars
- Printing Calendars

Session 5: Working with Notes, Tasks Integration

- Working with Notes
- Working with Tasks
- Working with the Folder List and Categories
- Integrating with Word and Mobile Devices

**Course Sessions:**

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate

specific topics, assignments, and days.

**Method of Evaluation:**

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Refund Policy:**

Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:**

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.