

**Collin College - Continuing Education
COURSE SYLLABUS**

COURSE INFORMATION

Course Number: NDAY6770

Course Title: Outlook in a Day

Course Description: Microsoft Outlook 2016 covers basic Microsoft Outlook skills. Topics introduced include 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; and more.

Suggested Course Prerequisite(s): Basic Windows skills.

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

Student Learning Outcomes:

By the end of this course, you will be able to accomplish task such as: identify the elements of outlook, start the outlook program, navigate the outlook screen and get help on outlook topics. You will set email options, send messages, handle incoming messages and organize messages. Explore the people views, 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, understand the folder list and to-do bar, integrate outlook with word and excel, access outlook information on a mobile device.

Certification Notes: N/A

Next course recommendation: Word I, Excel I, Access I, PowerPoint I

Lesson Plan – by week or session:

Module 1: Getting Started with Outlook 2016

Module 2: Working with Email

Module 3: Working with People

Module 4: Working with the Calendar

Module 5: Working with Notes, Tasks Integration

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 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.