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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Beverly
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Course Prefix and Number: BT - 172

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):   11
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Introduction to Microsoft Outlook

Course Description:

Introductory course to using Microsoft's Outlook application as a tool to send and receive e-mail, organize schedules and events, maintain contacts lists, to-do lists, and notes. The material covered in this course teaches the necessary skills that are required in those business environments that use Outlook.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Business AAS & Certificate, Administrative Office Professional AAS Degree, Administrative Office Assistant Certificate, Administrative Office Assistant Training Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ☐ Summer
- ☐ Fall
- ☐ Winter
- ☑ **✓ Spring**
- ☐ Not every term
- ☐ Not every year

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate the ability to use e-mail within MS Outlook by sending, opening, printing, forwarding, replying to, and deleting messages;
2. demonstrate the ability to manage and customize e-mail and add attachments within MS Outlook;
3. demonstrate the ability to utilize the MS Outlook calendar to schedule and edit appointments and meetings;
4. demonstrate the ability to manage contacts, as well as the ability to utilize contacts for basic office tasks within MS Outlook;
5. create and assign tasks and notes within MS Outlook to aid in the process of task completion and storing information within the office environment;
6. demonstrate the ability to manually and automatically archive MS Outlook items for use in transferring data and backing up MS Outlook data, and utilize the Mailbox Cleanup Tool.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to Outlook.
2. Email basics.
3. Advanced e-mail tools.
4. Managing mail with folders.
5. Contact basics.
6. Advanced contact management.
7. Calendar basics.
8. Managing meetings.
9. Managing tasks.
10. Outlook file management.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
: