

## OFFICE TECHNOLOGY INFORMATION 1203

### Microsoft Outlook

**This is an information sheet only, not the course syllabus.**

#### **COURSE DESCRIPTION**

Introductory course using Microsoft Outlook emphasizing efficient use of e-mail, calendar, tasks, and notes. Prerequisite: Keyboarding skill and knowledge of Windows operating system.

*(2 credit hours)*

#### **REQUIRED AND RECOMMENDED COURSE MATERIALS**

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **Click here for prices of required textbook(s) and supplies** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

**Microsoft Outlook** must be set up as your email client. It is your responsibility to contact your ISP for direction on how to accomplish this. NOTE: Earlier versions of Outlook or Outlook Express do not support the features discussed in this class.

#### **COURSE OUTLINE**

<b>Week</b>	<b>Assignments</b>
Weeks 1 - 2	Unit 1 (Chapter 2) Reading and exercises Assessments Online quiz
Weeks 3 - 6	Unit 2 (Chapter 1) Reading and exercises Assessments Online quiz
Weeks 7 - 8	Unit 3 (Chapter 3) Reading and exercises Assessments Online quiz
Weeks 9 - 10	Unit 4 (Chapter 4) Reading and exercises Assessments Online quiz
Weeks	Unit 5 (Chapter 5)

11 - 12	Reading and exercises Assessments Online quiz
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### **EVALUATION/GRADING**

Grades will be determined by a combination of points earned per exercise and quizzes. Students will also be evaluated by their use of email netiquette. Guidelines for composing email messages are presented within the course material. Your final grade will be based on your total points accumulated. The following grade scale will be used to determine your final grade.

<b>Grade</b>	<b>Percent</b>
A	90
B	80
C	70
D	60
F	0-59

### **SATISFACTORY/FAIL OPTION**

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.