

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)

COURSE MATERIALS

Required Textbook:

Seguin, Denise. *Microsoft Outlook 2003*: Benchmark Series, EMC Paradigm, Copyright 2005, ISBN: 0-7638-2154-3

Required Software:

Microsoft Outlook 2003

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.

Internet Browser -- Microsoft Internet Explorer 5.5 or higher. No other browsers are supported

COURSE OUTLINE

Week	Assignments
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 11 - 12	Unit 5 (Chapter 5) Reading and exercises Assessments Online quiz

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.

Grade	Percent	Points
A	94 - 100	251 - 236
B	88 - 93	235 - 221
C	78 - 87	220 - 196
D	70 - 77	195 - 176
F	69 - 0	175 and below

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.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.