

## Course Syllabus

**Course Title: Microsoft Outlook I**

**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.

**Course Objectives:**

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 and much, much more!

**Textbook(s):**

FastCourse Microsoft Outlook 2016  
Labyrinth Learning;  
ISBN: 978-1591369547

**Next Class Possibilities:**

Word I, Excel I, Access I, PowerPoint I

**Instructor Notes:**

**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 a guideline 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.

**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-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

<http://www.collin.edu/studentresources/personal/studenthandbook.aspx>