

STV138 : Microsoft Outlook

General Information

Author:	<ul style="list-style-type: none">Maria Czech
Course Code (CB01) :	STV138
Course Title (CB02) :	Microsoft Outlook
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608714
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 138 introduces students to the basic concepts of personal information management (PMI) program using Microsoft Office Outlook. This beginning level course includes how to communicate by e-mail, manage contacts, plan tasks, use schedules, and manage the inbox. Lecture/Demonstration 32 hours. Note: This course is pass/ no pass only.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 32

Total Course Out-of-Class Hours 0

Total Student Learning Hours 32

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	32	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	32
Laboratory	0
Studio	0

Total 32

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community;
- respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

Typing speed of 25wpm

AND

Advisory

STV100 - Beginning Microsoft Word (in-development)

Objectives

- Create, edit, save, retrieve, and print documents.
- Format characters, paragraphs, and sections in a document.
- Utilize spell check.
- Apply file maintenance on files and folders.

OR

Advisory

STV90 - Microsoft Excel (in-development)

Objectives

- Use cells.
- Format worksheets.
- Complete worksheets and workbooks.
- Employ formulas and functions.
- Create and format charts.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Skill exercises the end of each chapter

Exam/Quiz/Test

Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Hoisington, Corinne	Microsoft Office 365 & Outlook 2019: comprehensive	Cengage	2020	978-0-357-37539-6

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Send and receive mail using Outlook.

Post and schedule appointments and events using the calendar.

Create and manage contacts and contact lists.

Create, assign, and edit tasks and notes.

Customize, integrate, and archive Outlook components.

SLOs

Apply Outlook calendar functions such as book conference rooms, track RSVP for meeting attendees, and schedule rooms from within the Outlook calendar.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Create and demonstrate a project management system.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Using Outlook for E-Mail (6 hours)

- Starting Outlook for the first time
- Exploring the Outlook window
- Navigating Outlook components
- Using menus and toolbars
- Creating and sending e-mail messages
- Reading and printing messages
- Composing a new mail message
- Opening, printing, replying to, and forwarding messages
- Reading and printing messages
- Replying to a message
- Forwarding a message
- Deleting messages
- Attaching files to messages

- Maintaining address books
- Creating a personal address book
- Adding entries to the address book
- Assigning message options
- Creating a signature
- Finding a message
- Advanced find
- Flagging messages
- Arranging messages in the contents pane
- Filtering messages
- Applying color to message headers
- Managing folders
- Creating a folder
- Moving messages
- Creating a rule to move messages to a folder automatically
- Understanding the junk e-mail filter

Using Calendar for Scheduling (5 hours)

- Scheduling appointments and events
- Recurring appointments
- Scheduling events
- Natural language phrases
- Editing, deleting, and moving appointments
- Calendar coloring
- Changing the calendar view
- Displaying the reading pane
- Displaying views in the navigation pane
- Assigning categories to appointments
- Automatic formatting
- Scheduling meetings
- Responding to meeting requests
- Updating and canceling a meeting
- Updating meeting attendees and manually tracking responses
- Changing calendar options
- Working with more than one calendar

Managing Contacts (5 hours)

- Adding contacts
- Editing contacts
- Adding new contacts from existing contacts
- Using details and all fields tabs
- Sorting contacts
- Filtering contacts
- Grouping contacts into categories
- Finding a contact
- Find a contact text box
- Find bar
- Advanced find
- Changing the current view
- Changing contact options
- Sending e-mail messages to contacts
- Scheduling appointments from contacts
- Creating a distribution list
- Maintaining distribution lists
- Expanding the distribution list in the message window

Creating Tasks and Notes (6 hours)

- Creating and updating tasks
- Updating tasks
- Creating a recurring task
- Assigning a task to someone else
- Responding to a task request
- Tracking and viewing assigned tasks
- Sending task information to other users
- Changing the task view to create task list
- Changing task options
- Creating and editing notes
- Editing and deleting notes
- Placing a note on the desktop
- Assigning a category to a note
- Changing note options
- Changing the note view

Customizing, Integrating, and Archiving Outlook Components (10 hours)

- Using and customizing
- Specifying the startup folder
- Customizing the navigation pane
- Setting e-mail options
- Changing the mail editor and viewer
- Setting e-mail options
- Changing the mail editor and viewer
- Customizing desktop alerts
- Understanding search folders
- Creating a private appointment
- Creating a letter to a contact
- Creating a standard letter to multiple contacts
- Exporting data from contacts to create a data source
- Completing the merge in word
- Creating personal folders file
- Archiving folders
- Manually archiving items
- Mailbox cleanup tool
- Resorting archived items
- Compacting PST files
- Backing up the PST file

Total hours: 32**Additional Information**

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value