



COURSE OUTLINE : CABOT 285

D Credit – Degree Applicable

COURSE ID 005172

Cyclical Review: November 2020

COURSE DISCIPLINE : CABOT

COURSE NUMBER : 285

COURSE TITLE (FULL) : Microsoft Outlook

COURSE TITLE (SHORT) : Microsoft Outlook

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 106 X – MS Outlook

CATALOG DESCRIPTION

CABOT 285 introduces students to the beginning features and functions of Microsoft Office Outlook. This course prepares students for the Microsoft Office Specialist (MOS) certification exam in Outlook.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: CABOT 208 or equivalent.



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ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window	Yes
4	CABOT	208	Windows Basics	launch application programs	Yes
5	CABOT	208	Windows Basics	use onscreen Help	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology	Yes
11				demonstrate basic knowledge of operating a computer.	Yes

EXIT STANDARDS

- 1 attach a file(s) to an email;
- 2 organize an inbox;
- 3 create a customized theme;
- 4 compose and reply to an Email message;
- 5 add and delete messages;
- 6 start the Outlook application for the first time;

STUDENT LEARNING OUTCOMES

- 1 book conference rooms according to availability; track the RSVPs for meeting attendees; and schedule a room from within the Outlook calendar.
- 2 prepare multiple signatures and stationery for email messages, as well as add a picture to the signature block.
- 3 assign tasks to projects that are used, and track them to completion
- 4 create and demonstrate a project management system;



COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Creating and Sending E-mail • Create and respond to e-mail messages and instant messages • Attach items and files to messages • Send, preview, receive, and flag e-mail messages • Reply and forward e-mail • Create and modify a personal signature for messages • Modify e-mail message settings and delivery options • Recall a sent message • Create and use distribution lists (groups)	10	0	10
2	Managing Messages • Create folders • Move messages between folders • Search for messages • Save messages in alternate file formats • Use categories to manage messages • Set message options	7	0	7
3	Creating and Organizing Contact • Create, delete, edit, and import contacts • Communicate with contacts • Create a letter to a contact • Add, save and delete contacts • Organize and sort contacts • Link contacts to activities and journal entries	7	0	7
4	Organizing an Inbox • Create and modify distribution lists • Link contacts to other items • Create and modify notes • Organize items • Organize items using folders • Search for items • Save items in different file formats • Assign items to categories	6	0	6
5	Creating and Managing Tasks and Notes • Create and update tasks • Modify task organization and Task view • Accept, decline, or delegate tasks • Create and modify notes • Use categories to manage tasks and notes	5	0	5



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6	Calendar Feature • Create, edit, and delete appointments • Plan, change, and cancel a meeting • Create a meeting from a Contact • Create a Recurrent Meeting • View Daily/Weekly/Monthly entries • View calendar entries from others on the network	7	0	7
7	Tasks • Manage time • Create, a recurring task	5	0	5
8	Scheduling • Add appointments, meetings, and events to the Outlook calendar • Apply conditional formats to the calendar • Respond to meeting requests • Use categories to manage appointments • Print daily, weekly, monthly calendars	7	0	7
				54

OUT OF CLASS ASSIGNMENTS

- 1 case problems (e.g. create a recurring task)
- 2 lab assignments (e.g. create and modify distribution lists)

METHODS OF EVALUATION

- 1 midterm
- 2 final examination

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)



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Guest Speakers

Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Microsoft Office 365 Outlook 2019	Required	Boston: Cengage Learning	1		Hoisington, Corinne	978-0-357- 37539-6	2020