COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2600: Microsoft Office Outlook

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number): None
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course focuses on basic through advanced skill sets using the Microsoft Outlook communication software application. Students will learn email etiquette when using Microsoft Outlook to format message content by using character and paragraph formatting, using graphic elements such as charts and tables, and creating contact records, tasks, and appointments from incoming messages.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. E-mail etiquette and management
2. Outlook components including Developer, Tasks, SharePoint, Rules and Cloud storage
3. Contacts management
4. Categorize and manage data files
5. Interfacing Outlook
6. Calendar delegations
7. Scheduling Assistant
8. Templates
9. Room scheduling feature

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Demonstrate e-mail etiquette
2. Create, reply, and send e-mail
3. Manage e-mail message attachments
4. Edit business cards and distribution lists
5. Develop primary and secondary address books
6. Design signature and automated settings
7. Configure e-mail sensitivity and importance settings
8. Modifying tasks
9. Customize the Outlook features
10. Manage data files and folders
11. Correspond, respond, and cancel meeting requests
12. Customize calendar settings
13. Insert graphic elements by adhering to legal standards
14. Apply critical-thinking skills while managing and scheduling calendar items
15. Create templates for use in recurring messages

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Instructor-determined examinations

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any): None