

# EASTERN ARIZONA COLLEGE

## Microsoft Outlook II

Course Design  
2019-2020

**Course Information**

**Division** Business  
**Course Number** CMP 110AK  
**Title** Microsoft Outlook II  
**Credits** 0.5 - 1  
**Developed by** Matt Hatch/Revised by Andy Shaver  
**Lecture/Lab Ratio** 0.5 Credit = 0.5 Lecture/0 Lab  
 1 Credit = 1 Lecture/0 Lab

**Transfer Status**

	ASU	NAU	UA
Elective Credit		CTE Departmental Elective	Non Transferable

**Activity Course** No  
**CIP Code** 11.0100  
**Assessment Mode** Final Exam (11 Questions/11 Points)  
**Semester Taught** Upon Request  
**GE Category** None  
**Separate Lab** No  
**Awareness Course** No  
**Intensive Writing Course** No  
**Diversity and Inclusion Course** No

**Prerequisites**

None

**Educational Value**

This course is designed for advanced users of e-mail, scheduling, and contact management programs.

**Description**

Students will become familiar with advanced level functions of Microsoft Outlook, an integrated electronic mail, calendar, and task management software package.

**Supplies**

None

## **Competencies and Performance Standards**

### **1. Manage the Calendar features.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Schedule different types of appointments and events.
- b. Move and edit appointments.
- c. Manage appointments by setting reminders and assigning categories.
- d. Save an appointment in vCalendar format to share on the Internet.
- e. Customize the Calendar to meet personal needs.
- f. Be familiar with exporting Outlook data to the Timex Data Link Watch.

#### **Performance Standards**

*Competence will be demonstrated:*

- o by completing the practice exercises
- o by completing the Review and Practice at the end of the Unit

*Criteria - Performance will be satisfactory when:*

- o learner schedules different types of appointments and events
- o learner moves and edits appointments
- o learner manages appointments by setting reminders and assigning categories
- o learner saves an appointment in vCalendar format to share on the Internet
- o learner customizes their Calendar to meet their personal needs
- o learner is familiar with exporting Outlook data to the Timex Data Link Watch

### **2. Manage meetings and events.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Plan and schedule meetings.
- b. Respond to meeting requests.
- c. Verify attendee responses.
- d. Reschedule or modify a meeting already on the Calendar.
- e. Respond to meeting requests automatically.
- f. Set up events.
- g. Set up a NetMeeting.

#### **Performance Standards**

*Competence will be demonstrated:*

- o by completing the practice exercises
- o by completing the Review and Practice at the end of the Unit

*Criteria - Performance will be satisfactory when:*

- o learner plans and schedules meetings
- o learner responds to meeting requests automatically
- o learner verifies attendee responses
- o learner reschedules or modifies a meeting already on their Calendar

- o learner responds to meeting requests automatically
- o learner sets up events
- o learner sets up a NetMeeting

### 3. Utilize the tasks features.

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Create tasks.
- b. View the task list.
- c. Find and edit a task.
- d. Set task reminders.
- e. Assign tasks to others.
- f. Send task information to others.
- g. Organize the task list.
- h. Track tasks assigned to others and receive status reports.

#### **Performance Standards**

*Competence will be demonstrated:*

- o by completing the practice exercise
- o by completing the Review and Practice at the end of the Unit

*Criteria - Performance will be satisfactory when:*

- o learner creates tasks
- o learner views the task list
- o learner finds and edits a task
- o learner sets task reminders
- o learner assigns tasks to others
- o learner sends task information to others
- o learner organizes their task list
- o learner tracks tasks assigned to others and receive status reports

### 4. Manage and protect your files.

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Be familiar with exporting Outlook folders to use on the laptop.
- b. Export Outlook folders to use in other programs.
- c. Archive Outlook folders.
- d. Retrieve archived folders.
- e. Encrypt and digitally sign e-mail messages.
- f. Track activities using the journal.

#### **Performance Standards**

*Competence will be demonstrated:*

- o by completing the practice exercises

- by completing the Review and Practice at the end of the Unit

*Criteria - Performance will be satisfactory when:*

- learner is familiar with exporting Outlook folders to use on the laptop
- learner exports Outlook folders to use in other programs
- learner archive Outlook folders
- learner retrieves archived folders
- learner encrypts and digitally signs e-mail messages
- learner tracks activities using the journal

## **5. Use Outlook with other connections.**

### ***Learning objectives***

*What you will learn as you master the competency:*

- a. Grant coworkers access to the Outlook folders to act on the learner's behalf.
- b. Share Outlook folders with workgroup members.
- c. Use Net Folders to share Outlook folders with other Internet users.
- d. Share the Calendar as a Web page.
- e. Use the Contact list to mail merge with Word

### ***Performance Standards***

*Competence will be demonstrated:*

- by completing the practice exercises
- by completing the Review and Practice at the end of the Unit

*Criteria - Performance will be satisfactory when:*

- learner is familiar with granting coworkers access to their Outlook folders to act on behalf of the learner
- learner shares Outlook folders with workgroup members
- learner uses Net Folders to share Outlook folders with other Internet users
- learner shares the Calendar as a Web page
- learner uses the Contact list to mail merge with Word

## **6. Create business forms.**

### ***Learning objectives***

*What you will learn as you master the competency:*

- a. Redesign existing forms for specialized uses.
- b. Save the form for future use by the user and others.
- c. Remove a form from the forms library.

### ***Performance Standards***

*Competence will be demonstrated:*

- by completing the practice exercises
- by completing the Review and Practice at the end of the Unit

*Criteria - Performance will be satisfactory when:*

- learner redesigns existing forms for specialized uses
- learner saves the form for future use by the user and others
- learner removes a form from the forms library

***Types of Instruction***

Classroom Presentation

Practical Exercises

***Grading Information***

***Grading Rationale***

100% of the grade is based on the Final Exam

***Grading Scale***

P 70% or higher on the post-test.

F Less than 70% on the post-test.