

CLASS NUMBER AND NAME:	CMN310K—OUTLOOK
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	None
TEXTS AND MATERIALS:	<i>Microsoft Office Outlook 2016 Complete: In Practice.</i> Nordell, 2017. McGraw-Hill: New York, NY. (ISBN 978-1259965463)
	Headphones
CLASS DESCRIPTION:	Outlook 2016 is an application used to organize and manage communications, contacts, schedules, and tasks.
CLASS OBJECTIVES:	Students will be able to setup and use the basic and advanced features of Microsoft Outlook 2016.
CLASS FORMAT OVERVIEW:	This is a lab class.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	This class is individualized lab class.
CLASS ATTENDANCE:	It is important to the success of the student to attend class every day.
TESTING:	At the end of each chapter, students will complete a graded assignment.
LATE TESTING:	Tests must be taken during the module that the student is scheduled for the class.
GRADING POLICIES:	The work submitted will be evaluated according to fulfilling the requirements of the assignment.

FINAL GRADE:

The final grade will be the result of all work submitted.

The final grade will be based on the following percentages:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course, the student will be able to:

1. Perform basic email functions.
2. Use email special features.
3. Create and use contact list
4. Create and use the calendar feature.
5. Create and use the tasks and To-do Items feature
6. Create folders and rules.
7. Use quick steps and the search feature.
8. Create multiple email accounts
9. Use advanced email options
10. Create RSS feeds
11. Use advanced contacts features.
12. Use advanced calendars and sharing
13. Create and use notes, journal, shortcuts, archiving, and security.

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Locate the Z drive in the Empire College computer lab.

Locate CMN310K_2016. Do not open the folder.

Right click on the CMN310K_2016 folder.

Choose send to: Documents folder.

Chapters 1 and 2

Complete chapters **1 and 2** in the textbook and submit for grading by sending your emails/assignments to ottempirestudents@gmail.com and a cc: to yourself. Some of the assignments will just require you to complete a task and not send an email. Complete the task and continue on in the chapter. Do not print the assignments.

Textbook

- Pause and Practice: Outlook 1-1—pg. 17
- Pause and Practice: Outlook 1-2—pg. 27 – 28
- Pause and Practice: Outlook 1-3—pg. 40-42
- Guided Project 1-1—pg. 43
- Guided Project 1-2—pg. 44-45
- Guided Project 1-3—pg. 45-46
- Independent Project 1-4—pg. 47-48
- Independent Project 1-5—pg. 48-49
- Independent Project 1-6—pg. 49-50
- Independent Project 1-7—pg. 51

- Pause and Practice: Outlook 2-1—pg. 63-64
- Pause and Practice: Outlook 2-2—pg. 72-73
- Pause and Practice: Outlook 2-3—pg. 76-77
- Pause and Practice: Outlook 2-4—pg. 82-83
- Guided Project 2-1—pg. 85-86
- Guided Project 2-2—pg. 86-88
- Guided Project 2-3—pg. 88-89
- Independent Project 2-4—pg. 90-91
- Independent Project 2-5—pg. 91-92
- Independent Project 2-6—pg. 92-93

Chapters 3 and 4

Complete chapters **3 and 4** in the textbook and submit for grading by sending your emails/assignments to ottempirestudents@gmail.com and a cc: to yourself. Some of the assignments will just require you to complete a task and not send an email. Complete the task and continue on in the chapter. Do not print the assignments.

Textbook

- Pause and Practice: Outlook 3-1—pg. 103
- Pause and Practice: Outlook 3-2—pg. 110-111
- Pause and Practice: Outlook 3-3—pg. 118
- Pause and Practice: Outlook 3-4—pg. 124-125
- Guided Project 3-1—pg. 128-129
- Guided Project 3-2—pg. 129-130
- Guided Project 3-3—pg. 1-131
- Independent Project 3-4—pg. 132
- Independent Project 3-5—pg. 132-133
- Independent Project 3-6—pg. 133-134

- Pause and Practice: Outlook 4-1—pg. 146-147
- Pause and Practice: Outlook 4-2—pg. 153-155
- Pause and Practice: Outlook 4-3—pg. 157-158
- Guided Project 4-1—pg. 160-161
- Guided Project 4-2—pg. 161-162
- Guided Project 4-3—pg. 163-164
- Independent Project 4-4—pg. 164-165
- Independent Project 4-5—pg. 166-167
- Independent Project 4-6—pg. 167-168

Chapters 5 and 6

Complete chapters **5 and 6** in the textbook and submit for grading by sending your emails/assignments to ottempirestudents@gmail.com and a cc: to yourself. Some of the assignments will just require you to complete a task and not send an email. Complete the task and continue on in the chapter. Do not print the assignments.

Textbook

- Pause and Practice: Outlook 5-1—pg. 179-181
- Pause and Practice: Outlook 5-2—pg. 187-189
- Pause and Practice: Outlook 5-3—pg. 196-197
- Guided Project 5-1—pg. 199-200
- Guided Project 5-2—pg. 201-202
- Guided Project 5-3—pg. 202-204
- Independent Project 5-4—204-205
- Independent Project 5-5—pg. 206
- Independent Project 5-6—pg. 207-208

- Pause and Practice: Outlook 6-1—pg. 214-215
- Pause and Practice: Outlook 6-2—pg. 223-224
- Pause and Practice: Outlook 6-3—pg. 227-229
- Pause and Practice: Outlook 6-4—pg. 233-234
- Guided Project 6-1—pg. 236-238
- Guided Project 6-2—pg. 238-240
- Guided Project 6-3—pg. 241-242
- Independent Project 6-4—pg. 242-243
- Independent Project 6-5—pg. 243-244
- Independent Project 6-6—pg. 244-245

Chapters 7 and 8

Complete chapters **7 and 8** in the textbook and submit for grading by sending your emails/assignments to ottempirestudents@gmail.com and a cc: to yourself. Some of the assignments will just require you to complete a task and not send an email. Complete the task and continue on in the chapter. Do not print the assignments.

Textbook

- Pause and Practice: Outlook 7-1—pg. 255-256
- Pause and Practice: Outlook 7-2—pg. 269
- Pause and Practice: Outlook 7-3—pg. 272-273
- Guided Project 7-1—pg. 276-277
- Guided Project 7-2—pg. 277-278
- Guided Project 7-3—pg. 279
- Independent Project 7-4—pg. 280
- Independent Project 7-5—pg. 281
- Independent Project 7-6—pg. 282

- Pause and Practice: Outlook 8-1—pg. 290-291
- Pause and Practice: Outlook 8-2—pg. 295-296
- Pause and Practice: Outlook 8-3—pg. 302
- Pause and Practice: Outlook 8-4—pg. 305-306
- Guided Project 8-1—pg. 308-310
- Guided Project 8-2—pg. 310-311
- Guided Project 8-3—pg. 311-313
- Independent Project 8-4—pg. 313-314
- Independent Project 8-5—pg. 314-315
- Independent Project 8-6—pg. 315-316

Chapter 9 and 10

Complete chapters **9 and 10** in the textbook and submit for grading by sending your emails/assignments to ottempirestudents@gmail.com and a cc: to yourself. Some of the assignments will just require you to complete a task and not send an email. Complete the task and continue on in the chapter. Do not print the assignments.

Textbook

- Pause and Practice: Outlook 9-1—pg. 329-330
- Pause and Practice: Outlook 9-2—pg. 336-337
- Pause and Practice: Outlook 9-3—pg. 340-341
- Guided Project 9-1—pg. 343-344
- Guided Project 9-2—pg. 345-346
- Guided Project 9-3—pg. 346-348
- Independent Project 9-4—pg. 348-349
- Independent Project 9-5—pg. 350
- Independent Project 9-6—pg. 351
- Pause and Practice: Outlook 10-1—pg. 361-362
- Pause and Practice: Outlook 10-2—pg. 372-373
- Guided Project 10-1—pg. 375-376
- Guided Project 10-2—pg. 376-377
- Guided Project 10-3—pg. 378-379
- Independent Project 10-4—pg. 380
- Independent Project 10-5—pg. 380-381
- Independent Project 10-6—pg. 382

Final

Complete the following assignments in the textbook and submit for grading by sending your emails/assignments to ottempirestudents@gmail.com and a cc: to yourself. Some of the assignments will just require you to complete a task and not send an email. Complete the task and continue on in the chapter. Do not print the assignments.

- Challenge Project 1-7—pg. 51
- Challenge Project 2-7—pg. 94
- Challenge Project 3-8—pg. 135
- Challenge Project 4-7—pg. 159
- Challenge Project 5-7—pg. 208
- Challenge Project 6-7—pg. 245
- Challenge Project 6-8—pg. 246-247
- Challenge Project 6-9—pg. 247
- Challenge Project 7-6—pg. 282
- Challenge Project 8-7—pg. 316-317
- Challenge Project 8-8—pg. 317
- Challenge Project 9-7—pg. 352
- Challenge Project 10-7—pg. 383

When you have completed all of your assignments, email the instructor at ottempirestudents@gmail.com.

Great job completing your class!

For Business students, your next class should be CMN320E