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| CLASS NUMBER AND NAME: | CSN225A- Email Client Communications |
| TOTAL HOURS/ UNITS: | 24 HOURS/1.0 UNIT |
| PREREQUISITES: | none |
| TEXTS AND MATERIALS: | <i>Microsoft Office 365 Outlook 2016 Intermediate-</i> (Connie L. Hoisington , Cengage Learning 2017) (ISBN 9781035871144) |
| CLASS DESCRIPTION: | Instructor led instruction and lab in using email messaging services. |
| CLASS OBJECTIVES: | To provide the student with an in-depth knowledge of electronic mail services both intra and internet driven. |
| CLASS FORMAT OVERVIEW: | This class is a lab. 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: | Lab are the principal means of instruction, it will be expected that all students will be present every day to take part in class. |
| ATTENDANCE: | It is expected that each student will be in class <u>when class begins.</u> Should the student arrive more than <u>ten minutes late</u> they should notify the instructor of their presence, it will be up to the instructor to decide if the student has arrived in time to be counted as present- the instructor's decision is final. <u>80% attendance is mandatory</u> It will be the student's responsibility to learn of any assignments given in class when absent. |
| TESTING: | Exercises and homework must be satisfactorily completed with a passing grade of 60% or better in order to pass the course. |
| LATE TESTING: | <u>Late testing is only allowed at the instructor's discretion.</u> |

GRADING POLICIES:

The grading system is comprised of attendance, class participation, and exercises.

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| Attendance | 50% |
| Class Assignments | 50% |

100%

**ANTICIPATED LEARNING
OUTCOMES:**

Upon successful completion of this course the student will learn:

1. Managing Email with Outlook.
2. Managing Contacts and personal contact information
3. Using the Calendar
4. Planning Meetings
5. Creating and managing tasks
6. Customizing Outlook

A student will have earned a passing grade in the course by achieving a D or higher.

6 Week Tentative Schedule

CSN225A
– Email client
Communications

Week 1

Chapter 1
Homework due – Week 1 Challenge
Assignment given in class.

Week 2

Chapter 2
Homework due – Week 2 Challenge
Assignment given in class.

Week 3

Chapter 3
Homework due – Week 3 Challenge
Assignment given in class.

Week 4

Chapter 4
Homework due – Week 4 Challenge
Assignment given in class.

Week 5

Chapter 5

Week 6

Chapter 5
Homework due – Week 5 Challenge
Assignment given in class.

