

1.0 IDENTIFICATION

COURSE INFORMATION

Subject Code	INFO
Course Name	Outlook
Course Code	BIN56
Effective Term	Spring/Summer 2012
Classification	Foundational
Program Code and Name	137 - Webmaster
Total Course Hours	18
Credit Value / Grade Type	1
Academic Year	2011/2012
Approving Associate Dean	Patricia MacDonald
Revision Date	August 18, 2011

2.0 LEARNING OVERVIEW

SUBSECTION

Course Description Explore the use of Outlook and the Internet as an effective personal information manager and organizational tool.

PLEASE CONSULT BOOKSTORE BOOKLIST PRIOR TO PURCHASE:

Resources

Status

REQ = Required

REC =

Recommended

REF = Reference

Code or ISBN	Name or Title	Author / Publisher	Version or Edition	Type	Status
9782895807452				Text	REQ

Type

Online
Supply
Text Book
Custom Courseware

Pre-requisite(s) N/A

Equivalent(s) N/A

3.0 COURSE CONTENT**MAJOR MODULES, THEMES, OR TOPICS**

Overview and Contacts

E-mail

Contacts

Calendar

Tasks

Journal

Notes

Archiving and Backing up

4.0 REFERENCE TO STANDARDS**VS CODE****RELEVANT VOCATIONAL LEARNING OUTCOME**

N/A

EE CODE**RELEVANT ESSENTIAL EMPLOYABILITY SKILLS OUTCOME**

EE01-A

Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

EE01-B

Respond to written, spoken, or visual messages in a manner that ensures effective communication.

EE03-B

Use a variety of thinking skills to anticipate and solve problems.

EE04-A

Locate, select, organize, and document information using appropriate technology and information systems.

EE04-B

Analyze, evaluate, and apply relevant information from a variety of sources.

EE05-A

Show respect for the diverse opinions, values, belief systems, and contributions of others.

EE05-B

Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

GE CODE	RELEVANT GENERAL EDUCATION THEME
	N/A
ES CODE	OTHER EXTERNAL STANDARD
	N/A

5.0 COURSE LEARNING OUTCOMES

Upon successful completion of the course learning outcomes, the student will reliably demonstrate the ability to:

LO01 Students will focus on starting up Outlook.

LEARNING ELEMENTS

Start and Exit Outlook

Switching between Outlook views

Rearranging the Outlook panes

LO02 Students will focus on Email.

LEARNING ELEMENTS

Send and receive email messages

Work with attachments and email options

Manage email messages

LO03 Students will focus on Contacts.

LEARNING ELEMENTS

Create, delete, modify, edit and enhance contracts

Manage contacts with different view, categories, and groups

LO04 Students will focus on Calendars.

LEARNING ELEMENTS

Create, modify, and delete appointments

Use appointments options

Create an event

Plan, modify, and cancel meetings

To-Do Bar

Search, print, and customize the calendar

Email calendar

View multiple calendars



LO05 Students will focus on tasks.

LEARNING ELEMENTS

Add tasks

Marks tasks as complete

Change display of tasks

Use To-Do List and Bar

Apply task options

Assigning and responding to a task



LO06 Students will focus on the journal features.

LEARNING ELEMENTS

Make, set, and work with Journal entries



LO07 Students will focus on notes.

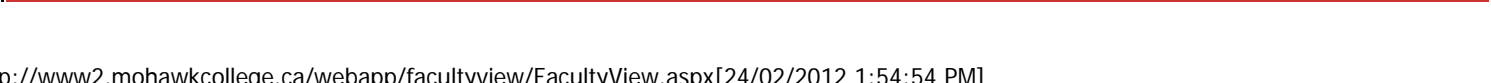
LEARNING ELEMENTS

Create, modify, and work with notes



LO08 Students will focus on archiving and backing up Outlook.

LEARNING ELEMENTS



Use Auto Archive and Archive manually

Make a copy of a data file

6.0 ASSESSMENT

Individual assignment and grading details to be provided by Instructor.

Assessment Method	Weight	Associated Outcomes
Final Exam	60%	LO01 , LO02 , LO03 , LO04 , LO05 , LO06 , LO07 , LO08
Assignment(s)	40%	LO01 , LO02 , LO03 , LO04 , LO05 , LO06 , LO07 , LO08
TOTAL		

7.0 STUDENT SUCCESS - POLICIES AND PROCEDURES

Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected. This may include the use of digital assessments such as [turn it in](#). For the most up to date information on the following policies and procedures, consult Mohawk College's [Policies and Procedures](#) website.

In addition, students enrolled in Mohawk/McMaster collaborative programs are protected under McMaster University's policies and procedures outlined in [General Academic Regulations, McMaster Undergraduate Calendar](#), and in McMaster's [Academic Integrity Policy](#).

Please be advised that all policies and procedures are subject to change.

EFFECTIVE FALL 2009 - Policy: AC700 - Program Promotion and Graduation Requirements: A minimum grade of 50% is required as a course pass at Mohawk College. Please be aware, however, that a higher passing grade (minimum 60% or 70%) may be required if this course is taken as part of certain diploma or certificate programs. Please consult your Academic Department for details.

Additionally, if you are taking this course as part of a diploma or certificate program, be aware that you need an overall weighted grade point average (WGPA) of at least 60% to graduate. Graduation requirements are higher for some programs. Please check requirements with your department.

Note:

Faculty are required to review Emergency Lockdown procedures and Emergency Evacuation Procedures, including Evacuation Procedures for students with disabilities, at the first class of every course they are teaching each semester. This information is available in the College Emergency Safety and Security Procedures Booklet distributed to all staff in hard copy, or online in MoCoMotion within the HR Staff Services Tab in the Occupational Health and Safety Channel (Occupational Health and Safety web site).

Course information correct as of: **August 18, 2011**

