OUTLOOK 365 ESSENTIALS

Course Outline

BRIEF COURSE DESCRIPTION

Learn to efficiently communicate via email, manage contacts, and organize your schedule with Microsoft Outlook 365 Essentials. This course covers the fundamentals needed to perform essential tasks and build a strong foundation for advanced skills in Outlook.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows OS.
- Recommended: Microsoft 365 Introduction.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Navigate the Outlook interface and view various items
- Create and manage email messages, contacts, tasks, and calendar appointments
- Customize the Outlook environment to fit their needs

REQUIRED COURSE MATERIALS

Computer with Windows operating system, Microsoft 365, and internet connection

COURSE DURATION

20 hours

HOMEWORK DURATION

7 hours of homework, not required to complete the course, but advisable to improve their understanding of the material.

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led lectures and hands-on projects combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.