

COURSE NAME: ZBUS 104 MICROSOFT OUTLOOK**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of Microsoft Outlook for electronic communications. Upon completion of this course to: 1) explain how to create new e-mail accounts, addresses in outlook, out of office auto reply, alerts and reminders, and group and blind copy distribution lists, 2) discuss folders, sub folders, appointments, events, meetings, business cards, e-mail signatures, editor options, startup default folders, and blockers, 3) describe how to setup default accounts, add windows and change views on navigation page, copy, move, and delete folders, forward, and download accounts, and 4) explain quick access toolbar, reply and forward features, calendars, contacts, use edit, format, and effect features, approve and reject features.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.