Virginia Western Community College
AST 155
Intro to Desktop Information Management

Prerequisites

Course Description

Teaches desktop information management to organize schedules through the calendar. Students learn how to manage electronic messages, appointments, contacts, tasks, and files. Students prepare for Core Microsoft Outlook MOUS Exam.

Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:
Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate, Hoisington, Cengage Learning. ISBN: 9781305871144

Other Required Materials:
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Course Outcomes

At the completion of this course, the student should be able to:

- **Use advanced Microsoft 2016 Outlook features.**

Topical Description

1.

Notes to Instructors

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