Virginia Western Community College
AST 155
Introduction to Desktop Information Management
Microsoft Outlook 2016

Prerequisites
None

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 2016 MOS Exam.

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

Required Materials

Textbook:
Outlook 2016 Complete, McGraw-Hill, 2018. ISBN: 9781307237429.

> *Microsoft Office 365—Outlook 2016 Intermediate IS available for rent as a digital textbook. The rental is valid 180 days. See the bookstore for additional information.*

Other Required Materials:
USB/Flash Drive

Required Software For This Course:
Microsoft Office 2016, or Microsoft Office 365
Word 2016, Excel 2016, Access 2016, PowerPoint 2016
**Students receive MS Office 365 Pro Plus for free. Visit this site to download Office 365 for free:
http://www.virginiawestern.edu/iet/helpdesk/studentsoftware.php

Course Outcomes
At the completion of this course, the student should be able to:
- Manage email messages using Outlook 2016
- Manage calendars using Outlook 2016
- Manage contacts and personal contact information using Outlook 2016
- Create and manage tasks using Outlook 2016
- Customize Outlook 2016
- Use GMetrix to prepare for Microsoft Office Specialist (MOS) Outlook 2016 exam
- Attempt Microsoft Office Specialist (MOS) Outlook 2016 exam

Topical Description

1	Syllabus
2	Orientation/Create Outlook Accounts at outlook.com
3	Module 1—Managing Email Messages with Outlook
4	Module 1—In Class Assignments
5	GMetrix—Create Accounts/Introduction
6	Module 2—Managing Calendars with Outlook
7	Module 2—In Class Assignments/GMetrix
8	Module 3—Managing Contacts and Personal Contact Information with Outlook
9	Module 3—In Class Assignments/GMetrix
10	Module 4—Creating and Managing Tasks with Outlook
11	Module 4—In Class Assignments/GMetrix
12	Module 5—Customizing Outlook
13	Module 5—In Class Assignments/GMetrix
14	GMetrix Review for Outlook 2016 MOS Exam
15	Outlook 2016 MOS Exam
16	Outlook 2016 MOS Exam (Retakes)

Notes to Instructors

- Students will be required to create an email account at outlook.com
- Students will be required to use this email account for all classwork pertaining to this course