Virginia Western Community College
AST 155
Introduction to Desktop Information Management
Microsoft Outlook 365

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 Microsoft Office Specialist (MOS) Outlook 365 certification exam.

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

Course Materials

Required Software: Microsoft Office 365 ProPlus. Virginia Western offers **free software**. Please go to the following Virginia Western website to download Microsoft Office 365 ProPlus if you need it:

http://virginiawestern.edu/iet-services/student-tutorials-training/microsoft-office-365-proplus-for-students/.

You will then click on http://office.vccs.edu/. The login will be your full MyVWCC e-mail address (e.g. student123@email.vccs.edu) and your password is your MyVWCC password.

Note: Access to the Internet and a Windows-based computer is required. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. Note: AST/ITE courses are required in all Business and Professional Services programs and ITE 152 is a required course in almost all Virginia Western transfer programs.

Required eBook: Nordell & Ogawa, *Microsoft Outlook 365 Complete: In Practice,* 2021 Edition.

IA ISBN: 9781265623739 – This online eBook is **purchased at the time of registration for the AST 155 Class**. Students will access the Online Book in Canvas.

Optional Loose Leaf Copy: If you would like a physical copy of the eBook, you may purchase a loose leaf copy at VWCC's Bookstore.

IA LL ISBN: 9781264994502

Recommended Miscellaneous Items:

Folder and a USB (for in person courses)

<u>Course Outcomes</u>

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

- Customize Outlook settings
- Create and manage email messages using Outlook 365
- Perform search operations
- Create and manage calendars using Outlook 365
- Create and manage contacts and personal contact information using Outlook 365
- Create and manage tasks using Outlook 365
- Use CertPrep/GMetrix to prepare for Microsoft Office Specialist (MOS) Outlook 365 exam
- Attempt Microsoft Office Specialist (MOS) Outlook 365 exam

Topical Description

AST 155 Tentative 7-Week Course Calendar	
NOTE: The estimated times provided are just that, estimated. Time necessary to complete the weekly assignments will vary by student, but hopefully these estimates will provide you with an idea for weekly time management.	
Chapter	**Topics Covered**
Week 1 Estimated Time: 2-3 hours	Orientation Assignment and ID Verification Activity Create all accounts
Week 2 **Chapters 1 & 2** Estimated Time: 2-4 hours	**SIMnet Chapter 1**—Overview of Email Basics/Assignments **SIMnet Chapter 2**—Email Special Features/Assignments **Assigned Projects**
Week 3 **Chapters 3 & 4** Estimated Time: 2-4 hours	**SIMnet Chapter 3**—Contacts/Assignments **SIMnet Chapter 4**—Calendar/Assignments **Assigned Projects**
Week 4 **Chapters 5 & 6** Estimated Time: 2-4 hours	**SIMnet Chapter 5**—Tasks, To-Do Items, and User Interface/Assignments **SIMnet Chapter 6**—Folders, Rules, Quick Steps, and Search Folders/Assignments **Assigned Projects**
Week 5 **Chapters 7 & 8** Estimated Time: 2-4 hours	**SIMnet Chapter 7**—Advanced Email Options, RSS Feeds, and Search/Assignments (Quiz) **SIMnet Chapter 8**—Advanced Contacts/Assignments **Assigned Projects**
Week 6 **Chapters 9 & 10** Estimated Time: 4-8 hours	**SIMnet Chapter 9**—Advanced Calendars and Sharing/Assignments **SIMnet Chapter 10**—Notes, Journal, Shortcuts, Archiving, and Security/Assignments **GMetrix Practice Exams 1 – 3 in** TESTING Mode
Week 7 **MOS Exam** See due dates to the right Estimated Time: 50 minutes	MOS Exam – Due MOS Retakes, if applicable and approved
Final Exam Week	MOS Retakes, if applicable and approved

AST 155 Tentative 16-Week Course Calendar	
1	Syllabus/Orientation Assignment/Create Outlook Accounts at outlook.com/Create GMetrix/LearnKey and Certiport Accounts
2	Chapter 1—Overview of Email Basics/Assignments
3	Chapter 2—Email Special Features/Assignments
4	Chapter 3—Contacts/Assignments
5	Chapter 4—Calendar/Assignments
6	Chapter 5—Tasks, To-Do Items, and User Interface/Assignments
7	Chapter 6—Folders, Rules, Quick Steps, and Search Folders/Assignments
8	Chapter 7—Advanced Email Options, RSS Feeds, and Search/Assignments
9	Chapter 8—Advanced Contacts/Assignments
10	Chapter 9—Advanced Calendars and Sharing/Assignments
11	Chapter 10—Notes, Journal, Shortcuts, Archiving, and Security/Assignments
12	GMetrix Assignments
13	GMetrix Assignments
14	GMetrix Assignments
15	GMetrix Assignments/Outlook MOS Exam
16	Outlook MOS Exam

<u>Notes to Instructors</u>

- Students will be required to create an email account at outlook.com
- Students will be required to use this email account for all eBook classwork pertaining to this course
- Course handouts may include:
    - Instructions for Office 365 ProPlus Download
    - SimNet hardware requirements and instructions
    - CertPrep (formally called Gmetrix) instructions and access code
    - LearnKey (delivered on CertPrep platform) instructions and access code
    - MOS 365 Outlook Exam Objectives
    - MOS 365 Outlook Exam Retake Policy
- Use SIMnet for reading, practice, projects, and assessments
- Use LearnKey to enhance learning alongside of SIMnet
- Use CertPrep/Gmetrix for practice
- Students must use the same Office product in which they use to practice in CertPrep/GMetrix/LearnKey. Ex: If the student is practicing in these platforms in Office 365, Office 365 must be locally installed (not cloud-based) on the Windows computer.
- The above is also true for MOS testing. The only exception is when using Certiport's remote exams, Exams From Home, as the remote exams are delivered by Certiport's virtual machines.
- LearnKey is funded through the Perkins Grant and may not always be available as an added learning resource. If not available, remove from the Course Calendar and just use SIMnet.

ADA Statement (PDF)

Title IX Statement (PDF)