

OFFICE TECHNOLOGIES – MICROSOFT OUTLOOK - CERTIFICATE OF COMPLETION

Plan Code: 6007

This program provides instruction in desktop management using Microsoft Outlook. Students completing the Microsoft Outlook certificate will possess the skills necessary to effectively use Outlook software tools. Topics include sending and receiving e-mail using special features, creating contacts, planning and tracking tasks, scheduling and managing multiple calendar items, creating rules, importing and exporting contacts, archiving and customizing Outlook components.

Program Student Learning Outcomes

- Students will use Outlook features to create professional emails, manage calendar items, and customize the Outlook interface as needed.

Program Requirements

| Code Number | Course Title | Hours |
|-------------------------|---------------------------------|-----------|
| REQUIRED COURSES | | |
| COSA 628 | Microsoft Outlook, Introductory | 18 |
| COSA 629 | Microsoft Outlook, Intermediate | 18 |
| COSA 630 | Microsoft Outlook, Advanced | 18 |
| Total Hours | | 54 |

Students must log in a minimum of 54 contact hours of laboratory work. The student must complete the required assessment/proficiency exams in Microsoft Outlook with a score of 70% or above in each required assessment/proficiency exam.