ROCHESTER COMMUNITY AND TECHNICAL COLLEGE — COMMON COURSE OUTLINE

Course discipline/number/title: AOP 2617: Microsoft Outlook and Meeting Planning

A.   CATALOG DESCRIPTION
1. **Credits: 3**
2. **Hours/Week: 3**
3. **Prerequisites (Course discipline/number): None**
4. **Other requirements: None**
5. **MnTC Goals (if any): NA**

B.   COURSE DESCRIPTION: This course focuses on the collaborative use of Microsoft Outlook including electronic mail, calendars, contacts, tasks, and email etiquette. Students will utilize additional tools for successful meeting planning and management. Virtual meetings and collaboration with colleagues will be covered.

C.   DATE LAST REVISED (Month, year): March, 2024

D.   OUTLINE OF MAJOR CONTENT AREAS:
1. Electronic communication
2. Calendar management
3. Tasks and contacts
4. Email and scheduling etiquette
5. Collaborative tools
6. Meeting planning and management

E.   LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Apply electronic communication and meeting etiquette.
2. Manage multiple calendars and email accounts.
3. Prepare and modify contact lists and the formation of groups.
4. Create, modify, and categorize tasks and the use of notes.
5. Employ and customize multiple email accounts for sensitivity, signatures, and out of office messages.
6. Prepare meeting agendas and minutes.
7. Utilize collaborative technology.
8. Develop successful meeting protocols.

F.   LEARNING OUTCOMES (MNTC): NA

G.   METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Examinations
2. Projects
3. Assignments

H.   RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s):
Communication. Students will communicate appropriately for their respective audiences.

I.   SPECIAL INFORMATION (if any): None