



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Microsoft Outlook  
**Course Number:** ITD108

### Required Materials

**Textbook(s):** This classes uses Instant Access for course materials. Once you access the class and set up your SIMNet account, you will have access to the textbook and assignments.

**Required Readings:** None

**Additional Materials:** Microsoft Outlook 365 or 2021, Microsoft Word 365 or 2021, Internet access, and a reliable PC. Chromebooks and Mac computers cannot be used.

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	<p><b>Class Startup and Chapter 1: Outlook Overview</b></p> <p>Read: All materials in the “Start Here” folder            Outlook Account Set-Up Print Screen            Syllabus Quiz            “Who are you?” Discussion Post            Academic Honesty Quiz            Read: Chapter 1: Outlook Overview and Email Basics            Chapter 1 SIMbook            Pause and Practice (1-2 and 1-3)            Guided Project 1-2</p> <ul style="list-style-type: none"> <li>• Independent Project 1-4</li> </ul>
Week 2	<p><b>Chapter 2: Email Special Features</b></p> <ul style="list-style-type: none"> <li>• Read: Chapter 2: Email Special Features</li> <li>• Chapter 2 SIMbook</li> <li>• Pause and Practice (2-1, 2-2, 2-3, 2-4)</li> <li>• Guided Project 2-1</li> <li>• Independent Project 2-4</li> </ul>

Week	Chapter/Topic/Lab
Week 3	<b>Chapter 3: Contacts</b> <ul style="list-style-type: none"> <li>• Read: Chapter 3: Contacts</li> <li>• Chapter 3 SIMbook</li> <li>• Pause and Practice (3-1, 3-2, 3-3)</li> <li>• Guided Project 3-1 &amp; 3-2</li> </ul>
Week 4	<b>Chapter 8: Advanced Contacts</b> <ul style="list-style-type: none"> <li>• Read: Chapter 8: Advanced Contacts</li> <li>• Chapter 8 SIMbook</li> <li>• Pause and Practice (8-1, 8-2, 8-3, 8-4)</li> <li>• Guided Project 8-1</li> <li>• Independent Project 8-4 &amp; 8-5</li> </ul>
Week 5	<b>Chapter 4: Calendar</b> <ul style="list-style-type: none"> <li>• Read: Chapter 4: Calendar</li> <li>• Chapter 4 SIMbook</li> <li>• Pause and Practice (4-1, 4-2)</li> <li>• Guided Project 4-1</li> <li>• Independent Project 4-4 and 4-5</li> </ul>
Week 6	<b>Chapter 9: Advanced Calendars and Sharing</b> <ul style="list-style-type: none"> <li>• Read: Chapter 9: Advanced Calendars and Sharing</li> <li>• Chapter 9 SIMbook</li> <li>• Pause and Practice (9-1 and 9-2)</li> <li>• Guided Project 9-1</li> <li>• Independent Project 9-4 and 9-5</li> </ul>
Week 7	<b>Chapter 5: Tasks, To-Do Items, and User Interface</b> <ul style="list-style-type: none"> <li>• Read: Chapter 5: Tasks, To-Do Items, and User Interface</li> <li>• Chapter 5 SIMbook</li> <li>• Pause and Practice (5-1 and 5-2)</li> <li>• Guided Project 5-1</li> <li>• Independent Project 5-4 and 5-5</li> </ul>
Week 8	<b>Chapter 6: Folders, Rules, Quick Steps, and Search Folders &amp; Chapter 10: Note, Journal, Shortcuts, Archiving, and Security</b> <ul style="list-style-type: none"> <li>• Read: Chapter 6: Folders, Rules, Quick Steps, and Search Folders</li> <li>• Chapter 6 SIMbook</li> <li>• Pause and Practice (6-1, 6-2, 6-3, 6-4)</li> <li>• Guided Project 6-1</li> <li>• Independent Project 6-4 and 6-5</li> <li>• Read: Chapter 10: Note, Journal, Shortcuts, Archiving, and Security</li> <li>• Chapter 10 SIMbook</li> <li>• Pause and Practice (10-1)</li> <li>• Guided Project 10-1</li> <li>• Independent Project 10-5</li> </ul>