



## OFC 134: Microsoft Office Outlook Specialist

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn the features of Outlook for email, manage schedules using calendars, manage folders and contacts, organize work using tasks and notes, and customize Outlook using advanced features. Students learn to manage time and information and connect across boundaries. Three hours of lecture per week. Instructional Support Fee applies.

### Course Student Learning Outcomes

1. Develop the skills for the Microsoft Office Certified Application Specialist exam.
2. Master navigation tools.
3. Master all features of Outlook to use them efficiently.

**Credits:** 3

**Program:** Office Administration