

My Office 2013 Course - Outlook

For Questions please contact: ce@hunter.cuny.edu

Course Description

My Office 2013 Course - Outlook is comprised of three lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Outlook 2013 environment with self-paced learning opportunities and interactive exercises.

Course Outcomes

At the end of this course, you will be able to:

- Apply common features found on the Outlook 2013 Ribbon.
- Apply applications found on the Outlook 2013 File, Home, Send/Receive, Folder, and View tabs.

Course Components

My Office 2013 Course – Outlook includes these graded activities:

- Interactive Exercises
- Quizzes
- Final Exam

Suggested Timeline

Week 1 – Complete Lesson 1 Videos

Week 2 – Complete Lesson 1 Interactive Exercises and Quiz

Week 3 – Complete Lesson 2 Videos

Week 4 – Complete Lesson 2 Interactive Exercises and Quiz

Week 5 – Complete Lesson 3 Videos

Week 6 – Complete Lesson 3 Interactive Exercises and Quiz

Week 7 - Review All Lessons in Preparation for Final Assessment

Week 8 – Complete Final Assessment

Grades

The following table shows the activity types in this course and the assigned weighting to determine your final course grade.

Graded Assessment Types	Weights (%)
Interactive Exercises, Quizzes, Unit Level Assessments	75%
Final Exam	25%
Total:	100%

Letter grades for the course will be based on the following grading scale.

Letter Grade	Percentage	Grade Point
A	90 - 100%	4.0
B+	85 - 89%	3.5
B	80 - 84%	3.0
C+	75 - 79%	2.5
C	70 - 74%	2.0
D+	65 - 69%	1.5
D	60 - 64%	1.0
F	<60%	0.0

Academic Integrity

Students are expected to follow the University's Academic Integrity Policy. If you are caught plagiarizing, you risk failing the course. To read the conditions of the AIP, visit the following website: <http://www.hunter.cuny.edu/provost/academic-integrity> and click on "Academic Integrity" for the policy