

CBOT 475 Using Outlook

CBOT 475 USING OUTLOOK

Outlook is a personal information management program that helps organize a wide range of tasks within an office environment. Includes sending and receiving messages and managing the Inbox, scheduling appointments and meetings using the Calendar, creating and managing tasks and journal entries using Outlook with other Office applications and using Outlook with the Internet. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Transfer Credit: CSU

C-ID: BSOT 106 X

