

CIS 197K: Microsoft Outlook Expert

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Outlook. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of managing productivity, emails, schedules, meetings, contacts, and groups through hands-on, performance-based lab experiences. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center. Offered Spring semester only.

Credits: 3

Prerequisites:

CIS 146

Program: Computer Information Systems

Theory Credit: 3