



# Course Outcome Summary

**Required Program Core Course**

**CIS 107 Communication Software**

## Course Information

Division	Business Division
Contact Hours	3
Theory	3
Total Credits	3

## Prerequisites

RDG 090 and ENGL 090 or qualifying scores on accepted placement tests

## Course Description

This course is designed to develop proficiency in the operation of office communication software. Students will have hands-on experience in utilizing tools in email, calendaring, and creating document collaboration. Finally, students will be exposed on common virtual communication tools.

**This course is a required core course for students pursuing an AAS in CIS- Office Professional, Certificate in Office Specialist, and Certificate- Office Software Specialist.**

## Program Outcomes Addressed by this Course:

Upon successful completion of this course, students should be able to meet the program outcomes listed below:

1. Demonstrate the ability to input and access information accurately and efficiently.
2. Identify networking concepts, operating systems, and computer equipment used in today's businesses.
3. Use the microcomputer to improve office productivity and efficiency.
4. Demonstrate proficiency in the Microsoft Office Suite.
5. Demonstrate professional business communication skills.
6. Perform complex hands-on administrative management activities.

## Course Outcomes

In order to evidence success in this course, the students will be able to:

1. Manage Outlook settings and processes by:
  - a. Customizing Outlook settings,
  - b. Configuring mail settings,
  - c. Performing search operations, and
  - d. Printing and saving information.

*Applies to Program Outcomes #1, 3, 4*

2. Manage messages by:
  - a. Creating messages,
  - b. Inserting message content, and
  - c. Organizing and managing messages.

*Applies to Program Outcomes #1, 3, 4*

3. Manage schedules by:
  - a. Creating and managing calendars,
  - b. Creating appointments, meetings, and events,
  - c. Organizing and managing appointments, meetings, and events.



Applies to Program Outcomes #1, 3, 4

4. Manage contacts and tasks by:
  - a. Creating and managing contact records,
  - b. Creating and managing contact groups, and
  - c. Creating and managing tasks.

Applies to Program Outcomes #1, 3, 4

5. Manage the OneNote environment by:
  - a. Managing page layout,
  - b. Configuring OneNote backstage,
  - c. Creating a OneNote notebook, and
  - d. Personalizing OneNote.

Applies to Program Outcomes #1, 3, 4

6. Share and collaborate with other users by:
  - a. Sharing OneNote notebooks,
  - b. Sharing OneNote content via email, and
  - c. Collaborating with other users in OneNote.

Applies to Program Outcomes #1, 3, 4

7. Organize and find notes by:
  - a. Organizing notebooks,
  - b. Searching for content in OneNote,
  - c. Saving and managing OneNote history and backups,
  - d. Configuring quick filing, and
  - e. Creating and managing tags.

Applies to Program Outcomes #1, 3, 4

8. Edit and link content in OneNote by:
  - a. Applying links and linked notes,
  - b. Inserting files in OneNote,
  - c. Editing text in OneNote, and
  - d. Inserting and modifying visual elements.

Applies to Program Outcomes #1, 3, 4

9. Practice the basic functions of video communication tools such as Microsoft Teams, Zoom, and Skype.

Applies to Program Outcomes #1, 3, 4

10. Model best practices of digital communication tools in a professional environment.

Applies to Program Outcomes #1, 3, 5, 6

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By: Cynthia Edwards