Washtenaw Community College Comprehensive Report

BOS 106 Electronic Planning, Sharing and Organization
Effective Term: Fall 2012

Course Cover
Division: Business and Computer Technologies
Department: Business Office Systems
Discipline: Business Office Systems
Course Number: 106
Org Number: 13310
Full Course Title: Electronic Planning, Sharing and Organization
Transcript Title: Elect Planning, Sharing & Orgn
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: New Course
Change Information:
Rationale: New computer literacy course.
Proposed Start Semester: Fall 2012
Course Description: In this class, students explore the usage of a note-taking and information-management program that allows users to capture ideas and store information electronically. Students will also be introduced to the benefits of cloud computing as a means to store, organize and share information with others and will learn effective collaboration techniques for working on business, school, or personal projects. Topics include Windows fundamentals, file and folder management, searching for and evaluating information found on the internet and using email. Software topics covered in this course include Microsoft Excel, OneNote, PowerPoint and Word.

Course Credit Hours
Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing
College-level Reading & Writing

College-Level Math
Requisites
General Education
General Education Area 7 - Computer and Information Literacy
Assoc in Arts - Comp Lit
Assoc in Applied Sci - Comp Lit
Assoc in Science - Comp Lit

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Create notebooks to organize personal and professional projects.
   Assessment 1
   Assessment Tool: Practical Test
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All Sections
   Number students to be assessed: Random sample of 33% of all students
   How the assessment will be scored: Answer Key/Checklist
   Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.
   Who will score and analyze the data: Departmental Faculty

2. Consolidate content from multiple Microsoft Office programs and other applications.
   Assessment 1
   Assessment Tool: Practical Test
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random sample of 33% of all students
   How the assessment will be scored: Answer Key/Checklist
   Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.
   Who will score and analyze the data: Departmental Faculty

3. Use Internet search tools and techniques to conduct online research to access needed information effectively and efficiently.
   Assessment 1
   Assessment Tool: Practical Test
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All Sections
   Number students to be assessed: Random sample of 33% of all students
   How the assessment will be scored: Answer Key/Checklist
   Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.
   Who will score and analyze the data: Departmental Faculty

4. Evaluate research information and its sources critically; and access and use information ethically and legally.
   Assessment 1
   Assessment Tool: Practical Test
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random sample of 33% of all students
   How the assessment will be scored: Answer Key/Checklist
   Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.
   Who will score and analyze the data: Departmental Faculty

5. Collaborate with others on shared notebooks, while editing and updating documents in

various formats.
> **Assessment 1**
>> **Assessment Tool:** Practical Test
>> **Assessment Date:** Fall 2013
>> **Assessment Cycle:** Every Three Years
>> **Course section(s)/other population:** All sections
>> **Number students to be assessed:** Random sample of 33% of all students
>> **How the assessment will be scored:** Answer Key/Checklist
>> **Standard of success to be used for this assessment:** 75% of students will score 75% or higher on practical exam.
>> **Who will score and analyze the data:** Departmental Faculty

6. Incorporate security into existing Notebook Sections.
> **Assessment 1**
>> **Assessment Tool:** Practical Test
>> **Assessment Date:** Fall 2013
>> **Assessment Cycle:** Every Three Years
>> **Course section(s)/other population:** All sections
>> **Number students to be assessed:** Random sample of 33% of all students
>> **How the assessment will be scored:** Answer Key/Checklist
>> **Standard of success to be used for this assessment:** 75% of students will score 75% or higher on practical exam.
>> **Who will score and analyze the data:** Departmental Faculty

Course Objectives

1. Navigate in the Microsoft Windows environment.
   > **Matched Outcomes**
2. Improve organization through file and folder management.
   > **Matched Outcomes**
3. Create notebooks, sections, and pages.
   > **Matched Outcomes**
4. Protect notes with passwords.
   > **Matched Outcomes**
5. Share notes on network drives and SkyDrive locations.
   > **Matched Outcomes**
6. Integrate OneNote with other programs.
   > **Matched Outcomes**
7. Use tables to organize information.
   > **Matched Outcomes**
8. Prioritize and categorize notes with tags.
   > **Matched Outcomes**
9. Back up and restore notes.
   > **Matched Outcomes**
10. Use OneNotes search tools to locate audio and text within open Notebooks.
    > **Matched Outcomes**
11. Customize display and workspace preferences to improve navigation.
    > **Matched Outcomes**
12. Prepare and save an outline of known and unknown information on a research topic in notebook.
    > **Matched Outcomes**
13. Identify sources of online information for a research project.
    > **Matched Outcomes**
14. Evaluate the quality of information identified for a research project.
    > **Matched Outcomes**
15. Evaluate potential copyright issues in use of information obtained for research project.
    > **Matched Outcomes**
16. Gather needed information from online resources into notebook preserving source

attribution.
Matched Outcomes
17. Synthesize a report based upon information collected for research in notebook.
Matched Outcomes

New Resources for Course
Course Textbooks/Resources
Textbooks
Manuals
Periodicals
Software
Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Joyce Jenkins	*Faculty Preparer*	*Feb 10, 2012*
Department Chair/Area Director:		
Joyce Jenkins	*Recommend Approval*	*Feb 10, 2012*
Dean:		
Rosemary Wilson	*Recommend Approval*	*Feb 13, 2012*
Vice President for Instruction:		
Stuart Blacklaw	*Approve*	*Mar 26, 2012*