

Washtenaw Community College Comprehensive Report

BOS 106 Electronic Planning, Sharing and Organization Effective Term: Winter 2022

Course Cover

College: Business and Computer Technologies

Division: Business and Computer Technologies

Department: Business

Discipline: Business Office Systems

Course Number: 106

Org Number: 13200

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: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Course description

Outcomes/Assessment

Objectives/Evaluation

Rationale: Update student learning outcomes and objectives.

Proposed Start Semester: Winter 2022

Course Description: In this course, 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 citing information found on the Internet. Software topics covered in this course include Microsoft Excel, OneNote, PowerPoint, Teams 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

No Level Required

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 and share a notebook to organize a personal and/or professional project.

Assessment 1

Assessment Tool: Capstone notebook
Assessment Date: Spring/Summer 2022
Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: All students
How the assessment will be scored: Departmentally-developed rubric
Standard of success to be used for this assessment: 75% of students will score 75% or higher on the capstone notebook
Who will score and analyze the data: Departmental faculty

2. Construct a notebook on the Microsoft OneDrive by merging existing sections, pages, and files, while adding new features and updating existing content.

Assessment 1

Assessment Tool: Practical midterm exam
Assessment Date: Spring/Summer 2022
Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: All students.
How the assessment will be scored: Skills checklist
Standard of success to be used for this assessment: 75% of students will score 75% or higher on the midterm exam.
Who will score and analyze the data: Departmental faculty

Course Objectives

1. Navigate in the Microsoft Windows environment.
2. Improve organization through file and folder management.
3. Create notebooks using grouped sections, sections, and pages.
4. Create and share notebooks using Microsoft OneDrive's personal cloud storage.
5. Integrate OneNote with other programs, including Microsoft Excel, PowerPoint, and Word.
6. Work remotely with others on projects using the Microsoft Teams group collaboration software.
7. Add elements to notebook pages, including audio, videos, and tags to categorize and prioritize notes.
8. Use Internet search tools and techniques to conduct online research.
9. Incorporate security into existing notebook sections.
10. Identify sources of online information used in the course.
11. Merge sections, pages, and files into existing notebooks.

New Resources for Course

Course Textbooks/Resources

Textbooks
 Manuals
 Periodicals
 Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Joyce Jenkins</i>	<i>Faculty Preparer</i>	<i>Aug 19, 2021</i>
Department Chair/Area Director: <i>Douglas Waters</i>	<i>Recommend Approval</i>	<i>Aug 20, 2021</i>
Dean: <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Aug 23, 2021</i>
Curriculum Committee Chair: <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Oct 27, 2021</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Oct 28, 2021</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Oct 29, 2021</i>