Washtenaw Community College Comprehensive Report

BOS 230 Electronic Forms Design
Effective Term: Fall 2015

Course Cover
Division: Business and Computer Technologies
Department: Business Office Systems
Discipline: Business Office Systems
Course Number: 230
Org Number: 13300
Full Course Title: Electronic Forms Design
Transcript Title: Electronic Forms Design
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
    Pre-requisite, co-requisite, or enrollment restrictions
    Objectives/Evaluation
Rationale: Description is being updated and the prerequisite removed.
Proposed Start Semester: Fall 2015
Course Description: In this course, students will learn how to create, edit and use electronic forms. Electronic forms are less costly than paper forms, improve accuracy with data validation and acquisition, are more accessible, enhance the rate and timeliness of responses to questionnaires, and eliminate mailing costs. Students will also distribute PDF business documents, publish them to the web, and tabulate user responses. The software used for this course includes Adobe Acrobat and Microsoft 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:
Eastern Michigan University
Oakland University
Wayne State University
Western Michigan University

Student Learning Outcomes

1. Analyze documents designed for printing and viewing online.
   Assessment 1
   Assessment Tool: Exam prepared by department
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.
   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 exam.
   Who will score and analyze the data: Departmental Faculty

2. Analyze the format and design of an electronic form before distributing.
   Assessment 1
   Assessment Tool: Exam prepared by department
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.
   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 exam.
   Who will score and analyze the data: Departmental Faculty

3. Convert existing files to electronic forms.
   Assessment 1
   Assessment Tool: Exam prepared by department
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.
   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 exam.
   Who will score and analyze the data: Departmental Faculty

4. Evaluate the accessibility of an electronic form.
   Assessment 1
   Assessment Tool: Exam prepared by department
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.
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 exam.
Who will score and analyze the data: Departmental Faculty

5. Distribute forms for use with compiling form data.
   Assessment 1
   Assessment Tool: Exam prepared by department
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.
   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 exam.
   Who will score and analyze the data: Departmental Faculty

Course Objectives

1. Apply appropriate criteria to analyze and design forms for: • Clarity of purpose, authority, and ownership; • Clarity of content and language; • Effective use of open, closed and other question types;• Effective grouping of information; • Accessibility to readers with motion and/or vision limitations.
   Matched Outcomes
2. Create PDF documents from Microsoft Word.
   Matched Outcomes
3. Check accessibility of PDF documents before distributing to users.
   Matched Outcomes
4. Track, collect, and review form data sent to users.
   Matched Outcomes
5. Apply appropriate layout, background, font, and other formatting and design features.
   Matched Outcomes
6. Assemble multiple files from a variety of formats into an integrated PDF portfolio.
   Matched Outcomes

New Resources for Course
Course Textbooks/Resources
   Textbooks
   Manuals
   Periodicals
   Software
   ## Equipment/Facilities
   Level III classroom

Reviewer	Action	Date
Faculty Preparer:		
Joyce Jenkins	*Faculty Preparer*	*Jan 14, 2015*
Department Chair/Area Director:		
Joyce Jenkins	*Recommend Approval*	*Jan 14, 2015*
Dean:		
Kimberly Hurns	*Recommend Approval*	*Jan 22, 2015*
Vice President for Instruction:		
Bill Abernethy	*Approve*	*Mar 03, 2015*