

Washtenaw Community College Comprehensive Report

BOS 206 Personal Management Application and Internet Resources Effective Term: Fall 2013

Course Cover

Division: Business and Computer Technologies

Department: Business Office Systems

Discipline: Business Office Systems

Course Number: 206

Org Number: 13310

Full Course Title: Personal Management Application and Internet Resources

Transcript Title: Pers Mgt App/Internet Resource

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:

Outcomes/Assessment

Objectives/Evaluation

Rationale: Update objectives for course.

Proposed Start Semester: Fall 2013

Course Description: This course provides an introduction to the operational and technical aspects of communication using Microsoft Outlook and Internet resources. Topics covered include email, contact and task management, electronic scheduling and using the Internet for common business and social media interactions. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. The title of this course was previously Scheduling and Internet Office Applications.

Course Credit Hours

Variable hours: No

Credits: 2

Lecture Hours: Instructor: 30 Student: 30

Lab: Instructor: 0 Student: 0

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 30 Student: 30

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

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use Outlook's e-mail functionality to communicate in a business environment.

Assessment 1

Assessment Tool: Practical Exam

Assessment Date: Fall 2013

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: Answer Key

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. Use the calendar system to improve organization and time management.

Assessment 1

Assessment Tool: Practical Exam

Assessment Date: Fall 2013

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: Answer Key

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.

Assessment 1

Assessment Tool: Practical Exam

Assessment Date: Fall 2013

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: Answer Key

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. Maintain the address book and information storage for professional and personal contacts.

Assessment 1

Assessment Tool: Practical Exam

Assessment Date: Fall 2013

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: Answer Key

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. Use Outlook's task functionality to develop project organization.

Assessment 1

Assessment Tool: Practical Exam

Assessment Date: Fall 2013

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: Answer Key

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. Create, send, and receive e-mail.
Matched Outcomes
2. Organize mailbox by utilizing folders, rules, quick steps, categories and follow up flags.
Matched Outcomes
3. Schedule appointments and meetings, share calendars and other components of Outlook.
Matched Outcomes
4. Organize personal and business contacts, create and manage distribution groups.
Matched Outcomes
5. Import data to Outlook from MS Excel, MS Access and .pst file format.
Matched Outcomes
6. Export data to MS Excel, MS Access, and .pst file format.
Matched Outcomes
7. Create mail merges to send customized messages and print labels and envelopes to recipients in the address book.
Matched Outcomes
8. Create and manage tasks and to-do lists.
Matched Outcomes
9. Use search and search folders, notes, journal, shortcuts and archiving.
Matched Outcomes
10. Set up multiple e-mail accounts and RSS feeds.
Matched Outcomes
11. Use the search engines to explore various World Wide Web resources.
Matched Outcomes

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer

Faculty Preparer:

Joyce Jenkins

Department Chair/Area Director:

Joyce Jenkins

Dean:

Rosemary Wilson

Vice President for Instruction:

Bill Abernethy

Action

Faculty Preparer

Recommend Approval

Recommend Approval

Approve

Date

Feb 10, 2013

Feb 10, 2013

Feb 12, 2013

Apr 10, 2013