THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY.

I. COURSE DESCRIPTION
Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency. Instruction in the concepts, procedures, and application of using electronic notebooks to create information from within the program as well collecting information from other software applications and sources. Topics include composing and sending messages, sharing information with others. Emphasis is on free-form information gathering and multi-user collaboration. Students will learn how to gather users notes (handwritten or typed), drawings, screen clippings, and how to record and/or embed audio and video information from sources such as podcasts, YouTube, Office Mix, and Vimeo. The integration with other Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint will also be explored. Notes will be shared with other OneNote students over the Internet or a network. (For assignments, the computer labs in B001, B005, B027, and B029 will be available during posted lab hours.) Class participation and completion of assignments are critical.

II. COURSE PREREQUISITE
Suggested prerequisite: Keyboarding proficiency.

III. COURSE MATERIALS—All students are expected to have class materials by the end of the first week of classes.
B. File Storage Media (Flash Drive)
IV. COURSE OBJECTIVES
Students must apply the basic skills of reading, writing, arithmetic, speaking, and listening. Critical thinking, decision-making, and problem solving will be applied. Computer technology skills will be developed and used for accomplishing specific tasks.

1.0 Manage the OneNote Environment

1.1 Manage Page Layout
This objective may include, but is not limited to: combining and rearranging containers, collapsing and expanding paragraphs and lists, inserting background images, working with templates, setting Page layout options

1.2 Configure OneNote Backstage
This objective may include, but is not limited to: configuring Notebook settings and properties, pinning notebooks to lists

1.3 Create a OneNote Notebook
This objective may include, but is not limited to: creating new notebooks, creating notebooks on SkyDrive, creating notebooks on a network, creating local notebooks

2.0 Share and Collaborate with Other Users

2.1 Share OneNote Notebooks
This objective may include, but is not limited to: sharing notebooks on SkyDrive, sharing notebooks on SharePoint, sharing notebooks on a network, synchronizing shared notebooks across devices

2.2 Share OneNote Content via E-mail
This objective may include, but is not limited to: sending notebooks via e-mail, configuring OneNote e-mail options, inviting others to view notebooks, sending pages via e-mail in shareable formats, sending to a Blog

2.3 Collaborate with other users in OneNote
This objective may include, but is not limited to: marking coauthors edits as read, viewing recent edits, finding notes by author, hiding author initials, marking notes as read or unread

3.0 Organize and Find Notes

3.1 Organize Notebooks
This objective may include, but is not limited to: merging sections, creating new section groups, using color to group notebooks and sections, protecting with passwords, grouping and displaying sub-pages, using Quick Notes, adding new pages
3.2 **Search for Content in OneNote**
This objective may include, but is not limited to: searching for content across notebooks, sections, and pages, displaying search results panes, searching indexed recordings

3.3 **Save and Manage OneNote History and Backups**
This objective may include, but is not limited to: managing page versions, managing notebook recycle bins, managing backups, saving notebooks, saving current pages, saving pages as alternate file types, converting for backwards compatibility

3.4 **Configure Quick Filing**
This objective may include, but is not limited to: sending e-mail messages, inserting notes from Outlook (messages, meetings, contacts, and tasks), inserting Web pages, inserting screenshots, printing to OneNote, inserting media, setting default locations

3.5 **Create and Manage Tags**
This objective may include, but is not limited to: applying tags, creating new tags, modifying existing tags, creating Tag Summary pages, configuring tag options, finding tags

4.0 **Edit and Link Content in OneNote**

4.1 **Apply Links and Linked Notes**
This objective may include, but is not limited to: linking Quick Notes to pages, sections, notebooks, and wikilinks, creating new docked windows, linking Quick Notes to web browsers, linking Quick Notes to Microsoft Office applications, copying links

4.2 **Insert Files in OneNote**
This objective may include, but is not limited to: inserting links to files, embedding files, embedding a spreadsheet or Visio document

4.3 **Edit Text in OneNote**
This objective may include, but is not limited to: using the Format Painter, using styles, managing paste options, using format options, inserting tables

4.4 **Insert and Modify Visual Elements**
This objective may include, but is not limited to: inserting images, inserting symbols, working with the drawing tools, managing the pen options

V. **SCANS (Secretary's Commission on Achieving Necessary Skills) Competencies and Foundations**
**Managing Resources**—Manage time
**Working with Information**—Organize/maintain information, Process information with computers.
**Using Technology**—Apply technology to specific tasks.
**Demonstrating Basic Skills**—Reading, Listening.
**Demonstrating Thinking Skills**—Creative thinking, Thinking logically.
VI. EVALUATION
Contains all requested information
Follows all written instructions
OneNote elements contain accurate data
Free of spelling errors.

***IMPORTANT*** Assignments should be completed according to the directions given in our textbook. There will be 10 points deducted for each error. Files should be saved using the naming convention described below and then uploaded. All files associated with an assignment should be submitted as part of the assignment. Assignments are expected to be completed in their entirety and then uploaded to the correct area in eCampus Grade Center area. Incomplete assignments will receive a score of 0.

VII. LATE ASSIGNMENTS
Your assignments, quizzes and tests (unless otherwise indicated) should be submitted by midnight on the date noted in syllabus and assignment schedule.

For each chapter assignment submitted after the initial deadline date, 15 points will be deducted from the assignment’s total points for the first week it is late. After one week, the assignment(s) or discussion forum response will not be accepted for credit and will receive a score of “0.”

Note: The instructor will not accept e-mailing problems as a cause for late work. Please notify the instructor as soon as possible if you experience problems by sending an e-mail. At that time, other methods of turning in work will be discussed.

Homework will be graded electronically and your files will be returned to you electronically via the Grade Center. Your instructor will e-mail you a set of directions for uploading your homework and for retrieving your graded assignments. Note: There will also be instances of when you will need to send your instructor a sharing link to your OneDrive for certain OneNote assignments. Please use your instructor’s email address ghester@dcccd.edu to share specific OneNote homework links.

To access e-campus, you will need to have an Internet connection and follow the steps listed below:

A. Go to your web browser and type http://ecampus.dcccd.edu in the URL area.
B. Type your 7-digit student I.D. with an “e” in front in the login area.
C. Press the Tab key and use the same procedure and type your 7-digit student I.D. with an “e” in front in the password area. ***If you have changed your password previously, then use your current password instead.***
D. Click the Login button to access the e-campus site.
E. Click on the link to our course and click the Assignment button on the left.
F. Click the link for the desired chapter (the links to the homework assignments).
G. Follow the directions in your textbook for completing the Steps (Tutorial) and other assigned homework for each chapter. (See the schedule below regarding specific assignments that should be completed.)
***IMPORTANT*** Any homework assignments or tests that do not adhere to the correct naming convention will have 10 points deducted from the score. All homework files MUST be saved using the following information:

One, Chapter Number, Assignment type, Filename, Your last name, and Your first name.

Examples of acceptable filenames:
- **one01h1CreateNotebook_HesterGwen** (This is an example of the tutorial file from Chapter 1.)
- **one01_p2_blogging_HesterGwen** (This is an example of an assignment from Chapter 1 Practice Exercise 2.)
- **one01_ml-culinary_HesterGwen** (This is an example of an assignment from Chapter 1 Mid-Level Exercise 1.)
- **one01_capstone_HesterGwen** (This is an example of the capstone assignment from Chapter 1.)

A. Hands-On Exercises, Practice Exercises, Mid-Level Exercises, Beyond the Classroom, Capstone Exercises—60% (Averaged)

- A = 90 - 100%
- B = 89 - 80%
- C = 79 - 70%
- D = 69 - 60%
- F = 59 and below

B. Tests—20% (multiple choice and matching terms) (Averaged)

- A = 90 – 100%
- B = 89 to 80%
- C = 79 to 70%
- F = 59 and below

D. Final Exam—10%

E. Discussion Boards—10% (averaged)

- A = 90 -100%
- B = 89 - 80%
- C = 79 - 70%
- D = 69 - 60%
- F = 59 and below

F. EXTRA CREDIT Orientation Quiz—5% (averaged)

**All textbook assignments, tests, discussion boards, and the special project must be submitted no later than Friday, May 5 (by midnight, Central time), which is the last regularly scheduled class meeting. No assignments or tests will be accepted after that point and will receive a score of “0.”**
VIII. HOLIDAYS
All campus buildings will be closed and no wireless access available on campus. ECampus will still be available.
- Spring Holiday - April 14

IX. CLASSROOM POLICIES
If you choose to use the BOSS labs, Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. *Please turn cell phones off when you are in the classroom and/or lab.*

X. MISCELLANEOUS INFORMATION
Your acquired knowledge of Microsoft OneNote Version 2016 is of primary importance to the successful completion of this class. Another important factor of being a good student (or a good employee) involves neatness and organizational skills. Your ability to keep track of your assignments and submit them to your instructor on time and well organized is essential.

Read the instructions in each assignment carefully and follow them precisely.

*In order to successfully complete the OneNote 2016 class you must:*

- Submit All Assignments
- Participate and Complete Assignments, Tests, Discussion Boards, and Project
- Maintain a Positive & Professional Attitude
- Be Courteous to and Considerate of Your Classmates and Your Instructor

XI. INSTITUTION POLICIES
Refer to the Richland College website: [https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/)

In order to be successful, students must attend and participate in enrolled courses.

Academic Progress: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [http://richlandcollege.edu/admissions](http://richlandcollege.edu/admissions) and [http://richlandcollege.edu/advising](http://richlandcollege.edu/advising) for more details.
XII. COURSE OUTLINE

Create and Manage OneNote Notebooks
Discover the OneNote 2016 Interface
Use the Full Screen
Create a Notebook and Add Sections and Pages
Group Notebook Sections
Delete and Rename Sections and Pages
Copy or Move a Notebook Section to Another Notebook
Rearrange Sections and Pages, and Merge Sections
Save, Print, and Print Preview a Notebook
Send Notes using Outlook
Email a Note to OneNote
Export a Notebook
Adding Content to OneNote 2016
Add Notes
Create Screen Clips
Use the New Quick Note Tool
Insert a Link
Paste or Insert a Photo
Convert Text from an Image
Insert a Scanned Image
Attach a File
Create and Sort a Table
Convert a Table to Excel
Add a Calculation
Record or Embed Audio or Video on a Page
Integrate Content from Office
Use Tools and Templates
Use Text Formatting Tools
Apply a Page Template
Create a Page Template
Use Links to Add a Table of Contents to a Notebook
Use Pen and Drawing Tools
Add Rule Lines
Convert Handwriting to Text
Check Spelling, Use a Thesaurus, and Research a Topic
Use QuickNotes
Use OneNote Clipper
Apply a Password
Search for Content in Notes and Audio Files
Add Tags
Find Tags
Create a Wiki
Working Online and Collaborating with OneNote
Use OneNote Online App
Create Sections and Pages in OneNote Online App
Synchronize OneNote 2016 with OneNote Online App
Share a Notebook
Use Version Control and Track Multiple Authors
<table>
<thead>
<tr>
<th>DATE ASSIGNED</th>
<th>DUE DATE</th>
<th>Read and Complete Assignments/Tests</th>
<th>ASSIGNMENTS/TESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/20</td>
<td>3/27</td>
<td>Read Chapter 1: Getting Started with OneNote 2016: Creating, Managing, and Integrating OneNote Notebooks&lt;br&gt;Post: Welcome and Intro Discussion Board A</td>
<td>Complete: Key Terms Matching and Multiple Choice&lt;br&gt;&lt;br&gt;Complete: OneNote Chapter 1 Hands-On Exercises 1 and 2&lt;br&gt;Post: Discussion Board A</td>
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<td>(4/3)*</td>
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<tr>
<td>3/27</td>
<td>4/3</td>
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<td>Complete: OneNote Chapter 1 Practice Exercises 1 and 2</td>
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<td>4/3</td>
<td>4/10</td>
<td>Post: Discussion Board B</td>
<td>Complete: Beyond the Classroom Exercises 1 and 2&lt;br&gt;&lt;br&gt;Complete: Capstone Exercise&lt;br&gt;Post: Discussion Board B</td>
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<tr>
<td></td>
<td>(4/17)</td>
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<tr>
<td>4/10</td>
<td>4/17</td>
<td>Read Chapter 2: Formatting and Collaborating Online with OneNote</td>
<td>Complete: Key Terms Matching and Multiple Choice&lt;br&gt;&lt;br&gt;Complete: OneNote Chapter 2 Hands-On Exercises 1 and 2</td>
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<td>(4/24)</td>
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<tr>
<td>4/17</td>
<td>4/24</td>
<td></td>
<td>Complete: OneNote Chapter 2 Practice Exercises 1 and 2</td>
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<td>(5/1)</td>
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<tr>
<td>4/24</td>
<td>5/1</td>
<td>Post: Discussion Board C</td>
<td>Complete: Beyond the Classroom Exercises 1 and 2&lt;br&gt;Post: Discussion Board C</td>
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<td>(5/5)</td>
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<tr>
<td>5/1</td>
<td>5/5</td>
<td>Absolute deadline for all homework and tests</td>
<td>Complete: Final Exam&lt;br&gt;&lt;br&gt;Complete: Capstone Exercise&lt;br&gt;Complete: Final Exam</td>
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</tbody>
</table>

*Those dates appearing in red with yellow highlighting indicate the absolute deadline for submission.*