Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 217

Course Name: Information Management

Credit Hours and Contact Hours: 1 credit hour and 1 contact hour

Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of ‘C’ or higher.

This is an information management course in which students learn tools for e-mailing, managing e-mails and contact lists, organizing schedules, and maintaining a calendar. Outlook and a web-based system are utilized.

Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

This is a required course for the Administrative Assistant degree and Office Technologies certificate programs.

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify…)

Upon completion of this course, the students will be able to do the following using information management software:

- Compose and send an e-mail.
- Manage e-mails and contacts
- Use the calendar option to schedule appointments and meetings
- Create tasks
- Customize information management software

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

☐ writing  x computer literacy
☐ oral communications  ☐ ethics/values
☐ reading  ☐ citizenship
☐ mathematics  ☐ global concerns
☐ critical thinking  ☐ information resources
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>eg: writing</td>
<td>eg: student will complete a research paper</td>
</tr>
<tr>
<td>Reading and computer literacy</td>
<td>Interpretation and implementation of material in the assignments, hands-on projects, and exams assess reading and computer literacy.</td>
</tr>
</tbody>
</table>

IV. Instructional Materials and Methods

Types of Course Materials:

Textbook

Methods of Instruction (e.g. Lecture, Lab, Seminar ...):

- Lecture
- Individualized Instruction
- Demonstration
- Assignments
- Discussions

V. General Outline of Topics Covered:

Section 1 Email
Introduction to the Outlook interface
Help
Using email: create/send, receive/read, attachments, flagging and color
Out of Office and rules
Stationery
Managing messages: folders and RSS feeds
Contacts: creating, managing, e-card
Address Book: distribution list

Section 2 Email cont’d, Calendar, Tasks, Notes, and Journal
Signature
Voting
Calendar: interface, scheduling, managing and organizing, sharing, meetings
Tasks: creating, updating, managing and organizing
Notes and Journal: creation and organizing notes, using the journal
Section 3 Advanced Applications
Sharing and collaboration: sharing folders, tasks, notes calendars
Public folders
Sharing info with other programs: importing/exporting, linking/embedding
Creation and configuration of email accounts: single and multiple profiles
Account settings
AutoArchive

Section 4 – Gmail
Introduction to gmail and all it entails
Account settings
Create/send, Read/Receive, Flagging
Signatures
Labels
Contacts

Section 5 – Google Calendar and associated contact applications
Calendar: scheduling, managing, inviting
Tasks
Blogs and Google+