



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

OneNote
OT806

Hours: In Class 6 Clinical Total 6

Description

Learn the ultimate application for taking notes! You are probably already familiar with Microsofts Office interface, so OneNote employs a familiar interface that is already part of other MS Office tools, like Word, Excel, and PowerPoint. It has a horizontal ribbon across the top, where you can access all the commands and common operations. You will learn how to create and use OneNote for digital note taking and note collaboration. In addition to creating and modifying OneNote notebooks, you will insert images and files into notebooks, manage notebooks, and share content, develop digital note taking skills by creating, modifying, and managing OneNote notebooks. Bonus feature for the visual minded, you could doodle or sketch your ideas!

Prerequisites

Students should be familiar with personal computers and the use of a mouse and keyboard.

Books

Microsoft OneNote for Windows 10 (Student)	- ISBN: 0910935	(Included)
OneNote for Windows 10 Introduction Quick Reference	- ISBN: 978-1-944684-99-0	(Included)

Learning Objectives

1. Navigate and customize the OneNote for Windows 10 environment.
2. Add and format text, images, tables, and drawing objects in a notebook.
3. Use tags, organize notebooks, and search notebook content.
4. Send and share notebook content.
5. Configure password protection and restore deleted notebook content.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

Grading Policy

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

Grading Policy:

S = Satisfactory

U = Unsatisfactory

A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities and assignments.

Students must be on time and meet the attendance policy set for this class, which is 80% attendance.