

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: GENE 6815

Course Title: Using Microsoft OneNote for Genealogy

Course Description: Microsoft OneNote is the perfect companion to your genealogy program to keep your research organized. OneNote is a digital notebook that replaces the stacks of paper research results. Your digital notebooks can contain text, pictures, audio and video recordings, links to websites, emails, and more. You can locate information anywhere in the notebook in seconds with the search function.

Suggested Course Prerequisite(s): Genealogy – Getting Started

Course Resources: N/A

Student Learning Outcomes:

1. Understand how to use OneNote notebooks, tabs and pages, pictures, links, audio & video files, searching, grouping tabs, tags, etc.
2. Organize Genealogical records in One Note.
3. Complete the class with notebooks set up for family history research.

Certification Notes: N/A

Next course recommendation: Cascading Style Sheets, Dreamweaver I, Extensible Markup Language, HyperText Markup Language

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.