

## 2021-22 ACADEMIC COURSES

### **BOS 106 : ELECT PLANNING, SHARING & ORGN**

In this class, students explore the usage of a note-taking and information-management program that allows users to capture ideas and store information electronically. Students will also be introduced to the benefits of cloud computing as a means to store, organize and share information with others and will learn effective collaboration techniques for working on business, school, or personal projects. Topics include Windows fundamentals, file and folder management, searching for and evaluating information found on the internet and using email. Software topics covered in this course include Microsoft Excel, OneNote, PowerPoint and Word.

**Level I Prereq:** Academic Reading and Writing Levels of 6

Description	Hours
Credits	3
Lecture Hours	45
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	45

Accurate as of 10/21/2021 Information is subject to change without notice.

#### **2021-22 Class offerings by semester**

Swipe left to see full chart