



MASTER COURSE OUTLINE

Prepared By: Ryan Duvall

Date: April 2019

COURSE TITLE

Internet Communications

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 109

(Formerly: OFF109)

CIP Code: 52.0404

Intent Code: 21

Program Code: 547, 567

Credits: 1-3

Total Contact Hrs Per Qtr.: 22-66

Lecture Hrs:

Lab Hrs: 22-66

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course will introduce the functions of Outlook 2019 and other online communications and the fundamental use and sharing of online documents and data.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Appropriate text and resources as decided by BIM faculty (Example: *Illustrated Series Microsoft Outlook Essentials* by Bunin, GCF LearnFree.org website, and other online resources as needed or other similar books and materials as chosen by faculty)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Demonstrate the mastery of general terminology and activities required to manage email and electronic calendar using good email practices
2. Apply general terminology and activities required to work and communicating using online communications tools other than email (social media, websites, video conferencing, and mobile devices)
3. Exhibit basic knowledge of the general terminology and activities related to Outlook Web Access, SharePoint, and the creation, upload, and management of documents using the Cloud

INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

1. Module 1 = Microsoft Outlook messaging, attachments, calendars, tasks, contacts, and notes
2. Module 2 = Online Communications using social media, conferencing, and mobile devices

3. Module 3 = Management of information, files, and communication using Outlook Web Access, SharePoint, and the Cloud

DEPARTMENTAL GUIDELINES *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE