



MASTER COURSE OUTLINE

Prepared By: Daneen Berry-Guerin

Date: February 2014

COURSE TITLE

Office Information Management Lab

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 177

(Formerly: OFF 177)

CIP Code: 11.0602

Intent Code: 21

Program Code: 547

Credits: 1-6

Total Contact Hrs Per Qtr.: 22-132

Lecture Hrs:

Lab Hrs: 22-132

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course allows individual study in one of the office information technology subject areas. Study and credit hours determined at the time of enrollment by the instructor.

PREREQUISITES

Instructor Permission

TEXTBOOK GUIDELINES

None

COURSE LEARNING OUTCOMES

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

1. Complete designated coursework according to the specifications of the particular course

INSTITUTIONAL OUTCOMES

COURSE CONTENT OUTLINE

Varies depending on course taken

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