



## MASTER COURSE OUTLINE

Prepared By: Daneen Berry-Guerin

Date: February 2014

## COURSE TITLE

Special Topics

## GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 198

(Formerly: OFF 198)

CIP Code: 11.0602

Intent Code: 21

Program Code: 547

Credits: 1-5

Total Contact Hrs Per Qtr.: 22-110

Lecture Hrs:

Lab Hrs: 22-110

Other Hrs:

Distribution Designation: General Elective (GE)

## COURSE DESCRIPTION (as it will appear in the catalog)

This course provides 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 with the 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**