MASTER COURSE OUTLINE
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COURSE TITLE
Internet

GENERAL COURSE INFORMATION

Dept.: BIM	Course Num: 210	(Formerly: OFF 210)
CIP Code: 52.0407	Intent Code: 21	Program Code: 547
Credits: 1-2		

Total Contact Hrs Per Qtr.: 22-44

Lecture Hrs:	Lab Hrs: 22-44	Other Hrs:

Distribution Designation:

COURSE DESCRIPTION (as it will appear in the catalog)
This course is an introduction to the Internet, web browsers, search engines, and search techniques.

PREREQUISITES
None

TEXTBOOK GUIDELINES
Internet textbook as decided by BIM Faculty

COURSE LEARNING OUTCOMES
Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:
1. Understand general terminology and security concerns related to the internet
2. Manage navigation buttons, menus, tabs, favorites, and history to find information
3. Research information to solve common business problems using the internet
4. Save information and web pages
5. Utilize search engine products and services

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

COURSE CONTENT OUTLINE
- Introduction to Internet Explorer and other web browsers
- Web research techniques and search engines

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.

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DIVISION CHAIR APPROVAL   **DATE**