

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: BUSINESS 190 INTERNET FOR BUSINESS

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Basic concepts of navigating the Internet and Intranet including terminology, bookmarks/favorites, copying/pasting web pages, search sites/engines, file transfer, e-mail, and attachments with practical applications designed for the business environment.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. interpret and apply the fundamental Internet terminology and concepts to a variety of business applications;
2. apply bookmarks to a variety of sites;
3. understand and apply a variety of search software programs to find a wide range of information;
4. understand and apply file transfer protocols;
5. compose, send, receive, reply, and print e-mail and attachments.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Overview of hardware and software
2. Basic windows concepts
3. Disk care, labeling, and formatting
4. File management
5. Basic Internet terminology and concepts
6. Bookmarks/favorites
7. Copy and paste from web pages
8. Download files from web pages
9. Search sites/engines
10. File transfer protocol
11. E-mail and attachments
12. Practical business applications including but not limited to travel, marketing, finance, research, government, and career search.

REQUIRED READING:

Schneider, Gary and Jim Perry. The Internet, Cambridge, MA: Course Technology, 1999.

SUGGESTED READING:

Current reference materials relating to the Internet.

REQUIRED WRITING: Skills demonstration is more appropriate. Students apply a variety of features of the Internet to a variety of business applications.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes. These activities will include textbook readings and outlining steps to take in utilizing the software functions. Additional lab time may be suggested by the instructor to help solidify concepts. This one-unit course is offered in an open-entry/open-exit learning environment; thus, students are encouraged to complete this course within eight weeks from the time they register.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Students work in an individualized, self-paced, open-entry/open-exit lab. The instructor orients the student to lab procedures, equipment, and materials. In addition, the instructor schedules lectures on a rotating basis and arranges individual time with

students requesting special attention. A full-time lab assistant is also available for student questions.

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply. (See guidelines for preparation for definitions.)

telecourse

mediated instruction

computer assisted instruction

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Assignments (application of the fundamental Internet concepts and terminology)	60%
Quizzes (evaluating basic knowledge of Internet concepts)	20%
Final Exam or Project (evaluating proficiency in Internet usage)	20%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 2

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

CONTACT PERSON: Judy Dolan, x2875