

College of San Mateo

Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 11-19-09

Department: BUSW Number: 530

Course Title: Introduction to Internet Competency Units: 1.5

Total Semester Hours Lecture: 24 Lab: Homework: 48 By Arrangement:

Length of Course

- Semester-long
 Short course (Number of weeks 8)
 Open entry/Open exit

Grading

- Letter
 Pass/No Pass
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.): $3 \times 8 / 16 = 1.5$

1. Prerequisite (Attach Enrollment Limitation Validation Form.)
2. Corequisite (Attach Enrollment Limitation Validation Form.)
3. Recommended Preparation (Attach Enrollment Validation Form.)

BUSW 105 or equivalent

4. Catalog Description (Include prerequisites/corequisites/recommended preparation.)

(1.5) (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. Recommended Preparation: BUSW 105 or equivalent. Exploration of the Internet history; structure; features (E-mail programs and services) and future. Utilization of tools (web browser interfaces, search engines, security extensions) to competently navigate the Internet for educational or business research. Determination of the extent of information needed and the proper ways to qualify, phrase and refine questions. Critical evaluation of research sources. Examination of issues involved in doing business on the Internet. Identification of economic, societal, ethical and legal issues of accessing and using material from the Internet. A materials fee as shown in the schedule of classes is payable upon registration. (AA: E5d; CSU)

5. Class Schedule Description (Include prerequisites/corequisites/recommended preparation.)

Exploration of the Internet history; structure; features (E-mail programs and services) and future. Utilization of tools (web browser interfaces, search engines, security extensions) to competently navigate the Internet for educational or business research. Determination of the extent of information needed and the proper ways to qualify, phrase and refine questions. Critical evaluation of research sources. Examination of how to do business on the Internet. Identification of economic, societal, ethical and legal issues of accessing and using material from the Internet. Instructor will discuss portable storage media at first meeting. A materials fee of \$__ is payable upon registration. **Recommended Preparation:** BUSW 105 or equivalent. Pass/No Pass or letter grade option. (AA: E5d; CSU)

6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)
Upon successful completion of the course, the student will be able to:
- explain the history, structure, features (such as E-mail programs and services) and future of the Internet.
 - log on to the Internet and utilize Internet tools (web browsers, search engines, security extensions) to competently navigate the Internet for research.
 - determine the extent of information needed to gather information for educational and business purposes.
 - describe the proper way to qualify, phrase and refine research questions;
 - describe how to critically evaluate research sources.
 - discuss how to do business on the Internet;
 - identify the economic and social issues surrounding using the Internet in the facets of contemporary life;
 - identify the ethics and legality of using material found on the Internet.
7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*
- Same as SLOs
8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)
- History, structure, features and the future of Internet.
 - Internet tools, access, navigation and Search engines.
 - World Wide Web, browsers, net-based applications and Cloud computing.
 - Security extensions.
 - E-mail programs and services.
 - Research techniques to “drill down” to the specific information needed and critically evaluated sources.
 - Doing business on the Internet.
 - Economic, societal, ethical and legal issues of the Internet
9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.)
If hours by arrangement are required by this course, please indicate the additional instructional activity which will be provided during this time, where the activity will take place, and how the activity will be supervised.
- Students will be required to read each chapter before class to prepare for in-lab exercises.
 - Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter.
 - Instructor will lead discussions and set up discussion groups about information competency topics.
 - Students will be required to print and hand in or email selected exercises to the instructor.
 - Students will have use of the computer labs during aide-assisted hours to work on any class-related projects

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

Windows Internet Explorer, Introduction to Concepts and Techniques; Shelley/Cashman; Course Technology, 2008: (This is a 200 page textbook with chapters on Introduction to Windows Internet Explorer, Web Research Techniques and Search Engines and Communicating Over the Web.)

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