COURSE OUTLINE

Office Business Technology 140
Internet

Catalog Statement

OBT 140 provides students with a basic introduction to accessing and using the Internet. Topics covered include how to connect to the Internet, use of web browsers, use of search engines, and how to access services and information on the Internet.

Total Lecture Units: 0.0
Total Laboratory Units: 0.0
Total Course Units: 0.0

Total Lecture Hours: 16.0
Total Laboratory Hours: 0.0
        Total Laboratory Hours To Be Arranged: 0.0
Total Faculty Contact Hours: 16.0
Total Student Contact Hours: 16.0

Recommended Preparation: ESL30 or equivalent.

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:
- decode short reading passages;
- comprehend dialogues, role playing, and lectures;
- converse at a functional level adequate for everyday use.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
- access the internet for research and communication;
- recognize the importance of managing individual privacy and security;
- explore the world wide web.

Course Content   **Total Faculty Contact Hours = 16.0**
Tools **(3 hours)**
        Browsers
        Search tools
        Search strategies
Research on the Net **(3 hours)**
        Online libraries
        Newspapers, magazines, and other media
        Homework
        Doing personal research on the internet
Shopping Online **(2 hours)**

Finding shopping sites
Smart shopping tools
Where should you buy
Sales tax and online buying
Security and reliability
Using the Internet for Communications **(3 hours)**
Chat groups
Internet relay chat (IRC)
Instant messaging
Voice over internet phone (VoIP)
Privacy and security
Community on the Internet **(2 hours)**
Chat groups
Web-based discussion forums
E-mail
Finding people
Clubs
Educational Opportunities on the Net **(3 hours)**
What is distance education?
Who uses distance education?
Online courses
Online tutorials
Pros and cons of online learning

Methods of Instruction

The following methods of instruction may be used in this course:
- classroom lecture and demonstration;
- hands on computer exercises;
- group discussion.

Out of Class Assignments

The following out of class assignments may be used in this course:
Not applicable.

Methods of Evaluation

The following methods of evaluation may be used in this course:
- skill exercises the end of each chapter;
- final exam.

Textbooks

Brown, H. *Internet Tools.* Cincinnati: South-Western, 2013. Print.
9th Grade Textbook Reading Level. ISBN: 0-538-43271-3

<u>Student Learning Outcomes</u>

Upon successful completion of the required coursework, the student will be able to:
- add and organize favorites, links, browsers, and tabs;
- demonstrate the ability to find desired information on the Internet;
- use the Internet for written communication.