I. Course Number and Title:
   A. BUS245C Electronic Communications (Internet)
   B. Semester Hours: 1

II. Department:
   BUSINESS DEPARTMENT

III. Course Description

   This course is designed to introduce the various elements which comprise the Internet. Individuals will be introduced to various Internet applications such as electronic mail and the World Wide Web. The class combines lecture with hands-on assignments.

IV. Course Competencies:

   As a result of this course, the student will:
   A. Define computer concepts and terminology.
   B. Apply a sense of computer literacy.
   C. Define Internet concepts and terminology.
   D. Identify current and emerging Internet capabilities.
   E. Use current and emerging Internet capabilities.
   F. Define ethical and social concepts of technology use.

V. Assessment Items:

   A. Written assignments
   B. Hands-on projects
   C. Tests

VI. Instruction Materials:

   Textbook: Internet Navigation and Exploration, EMC Paradigm, 2002

   **Guidelines for Requesting Accommodation Based on Documented Disability or Medical Condition**

   It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

   Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

   **On-Campus Students:** At enrollment all on campus students will complete a form which will allow them to self-identify any disability. Questions should be directed to the Disabilities Coordinator.
Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor preferably prior to the first night of class or early in the semester.