Course Title: Internet Communication and Research

Course web page: http://www.collin.edu/ce/courses/internet_comm_research.html

Course Description: Review and practice up-to-date Internet usage and research for the modern office. Use search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Utilize the Internet to research various office topics required for employment, marketing and data reporting.

Suggested Course Prerequisite(s): Familiarity with the basic role of an Administrative Assistant, internet and basic office structure.

Course Objectives:

1. Demonstrate a working knowledge of Internet usage and research for the modern office.
2. Emphasize using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment.
3. Use the Internet to research any office topics required for employment, marketing and data reporting.

Lesson Plan – by week or session

Session 1: Advances in Office Technology
From the typewriter to the tablet

Session 2: Internet Usage Basic Overview
Internet
Intranet
Search engines
Email
Web sites
Web servers
Communication services

Session 3: Research
Search Engines
Research Resources

Session 4: Virtual / Mobile Technology
Communicating Remotely
Managing Virtual Relationships
Presentation techniques for virtual presentations
**Course Sessions:** listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx