

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
NONCREDIT COURSE

(Use this form only for Noncredit courses)

COURSE NUMBER AND TITLE: CNED 200 - Computer Applications Tutoring

MINIMUM NUMBER OF SEMESTER HOURS: 16

SCOPE OF COURSE:

The course is designed to facilitate student learning of specific computer applications delivered as modules. Specific applications will be designated by the individual title of the section. Any combination of lecture, laboratory, or lecture-laboratory may be scheduled. Refer to Class Schedule – CNED 200 Computer Applications Training – for specific application topic.

SPECIFIC COURSE OBJECTIVES:

Each module will have an outline designating the specific course objectives on file in the Instruction Office. In addition to the specific objectives, each module will have in common the general objectives listed below.

The successful student will be able to:

1. Demonstrate knowledge of the fundamentals of specific application.
2. Interpret and apply concepts.
3. Adapt new techniques or applications to individual needs.
4. Understand the relationship of one application to another.
5. Learn and understand appropriate vocabulary to promote workplace competency.
6. Understand how to trouble shoot and solve problems.
7. Build a network of application users for mutual support.
8. Maintain currency of information.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

Each application module presented will list the content specific to the particular application's objectives.

MATERIALS REQUIRED: Materials will vary with each module.

TEXTS RECOMMENDED OR REQUIRED: Text status will vary with each module.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination

DISTANCE LEARNING:

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

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:

Students complete an evaluation form stating the degree of satisfaction with progress toward the achievement of an individual goal; in addition the students evaluate the quality of instruction and information received.

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SIGNATURES ON FILE