

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course

COURSE NUMBER AND TITLE: CSIS 197B - Computer Science and Information
Systems Topics in Microsoft Office

UNIT VALUE: 0.5 - 4

MINIMUM NUMBER OF SEMESTER HOURS: 8 - 192

BASIC SKILLS REQUIREMENTS:

Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Topics in Microsoft Office to include Word, Excel, Access, PowerPoint, and Outlook. See class schedule for specific topic offered. Course title will designate subject covered.

SPECIFIC COURSE OBJECTIVES:

The course objectives will depend on the specific topic covered. A set of objectives will be developed for each topic class and included in an outline developed by the instructor.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

The content will vary with each topic covered and will be detailed in the outline.

REQUIRED READING:

College-level reading assignments will be assigned for each topic class and included in the outline.

REQUIRED WRITING:

Required writing or skills demonstration will be defined for each topic class and included in the outline.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Outside assignments will be defined for each topic class and included in the outline.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

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

Yes No

If yes, check all that apply:

- telecourse
- mediated instruction
- computer assisted instruction

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

The student's grade will be based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency by means appropriate to the instructional method. Grading policy and standards will be defined for each topic class and included in the outline.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit:
4.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

58161 (c) (2) (A and B)

CONTACT PERSON: Current CSIS department chair (x2387).

SIGNATURES:

SIGNATURES ON FILE
