

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 120 Introduction to Office Information Systems

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE: How automation has changed and restructured the modern office and the specific role technology is playing in that change. Topics covered will include hardware components, software applications, concepts of reprographics, electronic communication, networking, and careers. Limited hands-on with an operating system is also included.

SPECIFIC COURSE OBJECTIVES: Successful students will

1. identify the history, ergonomics, health, morality, and ethics of information technology;
2. explain and apply the terminology of information technology;
3. analyze the role of office support personnel in information technology;
4. compare and contrast a variety of hardware components;
5. compare and contrast a variety of software packages;
6. apply a variety of software applications;
7. evaluate careers in information technology and identify the necessary skills to successfully pursue those careers;
8. evaluate the purchase of a personal computer system for both business and personal use.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. INFORMATION TECHNOLOGY CONCEPTS
- II. HARDWARE COMPONENTS
 - A. CPU
 - B. Input Devices
 - C. Output Devices
 - D. Storage Devices
 - E. Multi-media Devices
 - F. Communication Devices
- III. OPERATING SYSTEMS AND APPLICATIONS SOFTWARE
- IV. COMMUNICATION TECHNOLOGY AND THE INTERNET
- V. ETHICAL AND SOCIAL ISSUES IN THE INFORMATION AGE
- VI. CAREERS IN INFORMATION PROCESSING
- VII. PURCHASING CONSIDERATIONS FOR HARDWARE AND SOFTWARE

REQUIRED READING:

Laudon, Kenneth C., Carol Guercio Traver, and Jane P. Laudon. Information Technology, Concepts and Issues. Second Edition. Cambridge: Course Technology, 1997.

Current periodicals relating to information technology.

SUGGESTED READING:

A variety of information technology reference books and periodicals as recommended by the instructor. For example, The Learning Guide to Computers. San Francisco: Sybex, 1997 or Wired. The Condé Nast Publications Inc. 1998.

REQUIRED WRITING: Students will create and type a 3-5 page double-spaced report relating to topics in information technology as required by the instructor. In addition, students will prepare three, 2-page critiques of current periodical readings and complete hands-on software activities.

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. Activities will include chapter readings, assignments, periodical readings, hands-on software projects, report, and exams. Students are encouraged to attend seminars, professional meetings, computer shows/demonstrations, etc., in the field of information technology.

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. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

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

Periodical Readings/Critiques	25%
Quizzes/Tests	25%
Projects (software activities and report)	30%
Final Exam	20%

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

Yes No Number of times course may be taken for credit: 1

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

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SIGNATURES ON FILE
