

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

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

COURSE NUMBER AND TITLE: OIS 197 Office Information Systems Topics

UNIT VALUE: .5-4

MINIMUM NUMBER OF SEMESTER HOURS: 8-192

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS None.

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Topics in Office Information Systems. 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 a course syllabus 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 course syllabus.

REQUIRED READING: College-level reading assignments will be assigned for each topic class and included in the course syllabus.

SUGGESTED READING: Suggested reading may be defined for each topic class and included in the course syllabus.

REQUIRED WRITING: Required writing or skills demonstration will be defined for each topic class and included in the course syllabus.

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 course syllabus.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

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

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.)

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 course syllabus.

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 (2) (c) (A and B)

CONTACT PERSON: Judy Dolan

SIGNATURES ON FILE