

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 580

**COURSE TITLE**

SURVEY OF BUSINESS SOFTWARE

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course is designed to introduce the major types of business software. The course will include generic information about word processing, spreadsheets, database management systems, business graphics and communications software. (FT)

**LECTURE/LABORATORY HOURS**

54

NOTE: In order to earn one (1) unit of high school credit, students will be required to complete an additional 16 hours of work in an open lab for a total of 70 hours.

**ADVISORIES**

NONE

**RECOMMENDED SKILLS LEVEL**

Eighth grade reading level, ability to communicate effectively in the English language.

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.
3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To provide instruction in various business software and to provide students with the knowledge to differentiate the capabilities of word processing, spreadsheets, database and graphics software. Enhance students' reading and communication skills so that they may interact successfully with technical information, common business practices, ethics, and integrity to meet the needs of business; and to provide hands-on computer experience.

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

1. Identify and differentiate word processing software and demonstrate the ability to use word processing applications.
2. Demonstrate the ability to utilize a spreadsheet and identify the different software programs.
3. Demonstrate the ability to understand database management and describe the different software programs.
4. Describe and demonstrate the use of business graphics software and identify the capabilities of various software packages.
5. Identify various communications software and how the software is used.

**SECTION II**

COURSE CONTENT AND SCOPE

All topics of the course contain the following:

1. Word Processing Software
  - 1.1. Creating, Printing, and Editing Documents
  - 1.2. Formatting Characters and Paragraphs
  - 1.3. Manipulating Tabs
  - 1.4. Formatting with Styles and Outlines
  - 1.5. Creating and Formatting Tables
  - 1.6. Sorting and Selecting
  - 1.7. Merging Documents
  - 1.8. Adding Visual Elements
  - 1.9. Preparing Forms

COURSE CONTENT AND SCOPE (CONTINUED)

2. Spreadsheet Software
  - 2.1. Using Excel to Manage Data
  - 2.2. Working with Formulas and Functions
  - 2.3. Using Find and Replace Functions
  - 2.4. Sorting Data
  - 2.5. Working with Charts and Graphics
  - 2.6. Creating Excel Lists
  - 2.7. Using Conditional Formatting
  - 2.8. Working with Multiple Worksheets and Workbooks
  - 2.9. Importing Data into Excel
3. Database Management Software
  - 3.1. Organizing Data
  - 3.2. Databases and Relationships
  - 3.3. Relational Database Management Systems
  - 3.4. Guidelines for Setting Field Properties
  - 3.5. Creating Tables
  - 3.6. Copying Records from Another Database
  - 3.7. Filtering Data
  - 3.8. Updating a Database and Creating Queries
  - 3.9. Performing Calculations
4. Business Graphics Software
  - 4.1. Creating Publications using Templates
  - 4.2. Using Graphics on the Web
  - 4.3. Understanding the Clip Art Task Pane
  - 4.4. Resizing and Manipulating Graphic Objects
  - 4.5. Creating Flyers and Converting them to Web Publications
  - 4.6. Creating Newsletters
  - 4.7. Creating Brochure Layouts
  - 4.8. Enhancing Graphic Objects
5. Communications Software
  - 5.1. Understanding Communications Technology and Software
  - 5.2. The Internet and Intranets
  - 5.3. URL Addresses
  - 5.4. Working with Communications Tools such as E-Mail
  - 5.5. Preparing and Sending E-Mail Messages
  - 5.6. On-Line Services
  - 5.7. Working with Searching Engines in the Internet
  - 5.8. On-Line Communities
  - 5.9. Videoconferencing

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, industry-related magazines and journals, on-line help, manuals and commercial services.

### WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to, writing short descriptions on the use of various software packages available in word processing, spreadsheets, database, communications and graphics; keeping a notebook of class assignments and projects; outlining procedures; and composing documents using application programs.

### OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading manuals and journals as they relate to various software applications (spreadsheets, word processing, etc.) and reporting orally or in writing the findings; designing projects for various applications, and completing assigned projects.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Critical thinking will be demonstrated by analyzing and selecting the appropriate methods, materials, equipment, and applications to solve problems.

### EVALUATION

Evaluation will be based on performance in a variety of activities and assignments, such as in-class projects and writing assignments, out-of-class projects and writing assignments, quizzes, objective and essay examinations, and class participation.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

### METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture/discussion, computer-assisted instruction, lab, audio-visual, modules, field trips and any other unique instructional strategies as determined by each instructor.

This course, or sections of this course, may be offered through distance education.

### TEXTS AND SUPPLIES

Texts must be current and relevant to the course such as:

*New Perspectives on Microsoft Office 2003 Brief*, Ann Shaffer, Patrick Carey, Kathy Finnegan, Joseph J. Adamski, Beverly Zimmerman, latest edition  
*Microsoft Office-Illustrated Introductory, Premium Edition*, David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding, latest edition

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PREPARED BY Office Systems Professors DATE April 21, 1987

REVISED BY Marcy Schroeder DATE January, 22, 1991

REVISED BY Gini Pederson DATE January, 29 1996

REVISED BY Sharian Lott/Maria S. Reyes-Niemeyer DATE February 22, 2007

REVISED BY Instructional Services/SLO's Added DATE April 25, 2013

REVISED BY Sharian Lott DATE October 7, 2020

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog