

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 699

**COURSE TITLE**

EMERGING TOPICS-OFFICE SYSTEMS

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course examines emerging topics and technologies in the field of Office Systems. May be offered for two semesters only. (FT)

**LECTURE/LABORATORY HOURS**

108

**ADVISORY**

NONE

**RECOMMENDED SKILL LEVEL**

NONE

**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.

### INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
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

The goals of this course will vary depending on the special topic. They will, however, relate directly to the subject, objectives and course content contained in the course outline submitted to the CE Instructional Services Office prior to the course being offered.

### COURSE OBJECTIVES

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

1. Identify and describe terms appropriate to the course content.
2. Prepare assignments as directed by the instructor.
3. Complete at an acceptable level of competence all quizzes, tests, and projects as assigned by the instructor.

## SECTION II

### COURSE CONTENT AND SCOPE

The course content of this course will vary depending on the special topic. An outline of the goals, objectives, course content and evaluation measures of the course (the outline must be "integrated") will be submitted to the CE Instructional Services Office prior to the course being offered.

### APPROPRIATE READINGS

Reading assignments will vary according to the special topic, but must be included in the course outline submitted to the CE Instructional Services Office prior to the course being offered.

### WRITING ASSIGNMENTS

Writing assignments will vary according to the special topic, but must be included in the course outline submitted to the CE Instructional Services Office prior to the course being offered.

### OUTSIDE ASSIGNMENTS

Outside assignments will vary according to the special topic, but must be included in the course outline submitted to the CE Instructional Services Office prior to the course being offered.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Appropriate critical thinking assignment will vary according to the special topic, but must be included in the course outline submitted to the CE Instructional Services Office prior to the course being offered.

### EVALUATION

Methods of evaluation may include, but not be limited to, the following:

Class participation, quizzes, tests, homework assignments, projects, and other evidence of critical thinking as required by the instructor.

NOTE: In accordance with District Policy, Instructors are required to provide the students, in writing, the specific competencies to be demonstrated and the methods and criteria by which they will be evaluated. These methods must be consistent with the course goals/objectives and must be included in a course syllabus and presented to each student.

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 may include, but not be limited to, the following: Lectures, laboratory activities, discussion, small-group activities, visual aids, homework, problem solving exercises, guest lectures and field trips. The instruction may be delivered in a classroom or lab (face to face), online, or through a combination of in-class and online activities.

### TEXTS AND SUPPLIES

The required text, supplemental reading materials and supplies will vary according to the special topic, but must be specified in the course outline submitted to the CE Instructional Services Office prior to the course being offered. In addition any required text must be specified in the course syllabus presented to each student.

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PREPARED BY: James Smith DATE: 4/21/02

REVISED BY: Valerie J. Edinger DATE: April, 2007

REVISED BY: Instructional Services, SLOs added DATE: March 7, 2017

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