

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CITY, MESA, AND MIRAMAR COLLEGES  
ASSOCIATE DEGREE COURSE OUTLINE**

**SECTION I****SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 210**COURSE TITLE:** Computers in Business**Units: 3**  
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed to prepare students for a computer related career. Computers in Business is an introductory course which covers the latest developments in computer technology, office automation, electronic communication, and the World Wide Web. This course or sections of this course may be offered through distance education.

**REQUISITES:****Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5  
&  
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

**Limitation on Enrollment:**

This course is not open to students with previous credit for OFCE 192

**FIELD TRIP REQUIREMENTS:** May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 48 - 54**TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

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

1. Define the concept of integrated office systems as it relates to the electronic processing, distribution, security, privacy of ethics, and retrieval of information.
2. Recognize business technologies, such as operating systems, databases, multimedia, and their applications.
3. Identify the ways in which computers are used in business and industry present and future.
4. Use the World Wide Web to locate information.
5. Identify careers in computer business technology.

**SECTION II****1. COURSE OUTLINE AND SCOPE:**

## A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Basic Concepts of Integrated Office Systems
  - A. computer business terminology
  - B. electronic information processing, distribution, and retrieval
  - C. overview of using computers in business
    - 1. components of a computer
    - 2. categories of computers
    - 3. computer software
    - 4. elements of an information system
- II. Computer Systems
  - A. input and output
  - B. data storage
  - C. communications and networks
- III. The Internet and the World Wide Web
  - A. description
  - B. function
  - C. services
  - D. locating information
- IV. Operating Systems
  - A. overview
  - B. functions
- V. Data Management
  - A. overview of databases
  - B. database management systems
- VI. Information Systems
  - A. overview of organizational information systems
  - B. integrated information systems
  - C. role of computers in information systems
- VII. Security, Privacy, and Ethics
  - A. computer security
  - B. information privacy
  - C. ethics in the information age
  - D. Internet issues
- VIII. Multimedia
  - A. multimedia applications
  - B. multimedia hardware
  - C. use of multimedia in business and industry
- IX. Future Trends in Computer Business Technology
- X. Careers in Computer Business Technology

## B. **Reading Assignments:**

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet.

The reading assignments may include but are not limited to the following:

II. 1. Read chapter assignments from textbook.

III. 2. Read articles in computer periodicals and pages on the Internet that relate to computers in business.

IV. 3. Read handouts distributed in class that apply to the field of Computer Business Technology.

V. 4. Read handouts from guest speakers who work in the field of Computer Business Technology.

## C. **Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Critical thinking assignments may include but are not limited to the following:

II. 1. Analyze the relationship between electronic communications and the need for security and privacy.

- III. 2. Compare the use of computers in various businesses and industries.
- IV. 3. Critique literature about future trends in computer business technology.

**D. Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:
  - II. 1. Interview workers in the field of Computer Business Technology
  - III. 2. Visit a business and observe the way computers are used.
  - IV. 3. Organize a 3-ring binder that includes a table of contents and contains all pertinent notes, handouts and assignments from the course.

**E. Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:
  - II. 1. Write a two-page paper on a topic such as the following:
    - III. a. careers in Computer Business Technology
    - IV. b. impact of computers on business and industry
    - V. c. future trends in Computer Business Technology
    - VI. d. Internet research techniques
  - VII. 2. Write short-answer responses to textbook unit-review questions.

**2. METHODS OF EVALUATION:**

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates the student has the ability to successfully apply the theory and techniques taught in the course to subsequent courses. Distance learning students will submit their evaluation items electronically. Evaluation methods may include but are not limited to the following:
  - II. A. Responses on objective tests, quizzes, and essay questions that test for identification of integrated office systems concepts
  - III. B. Responses on objective tests that measure understanding of business technologies such as operating systems, databases, multimedia, and their applications.
  - IV. C. Accuracy and completeness of two-page paper.
  - V. D. Accuracy and completeness of group project on locating information on the World Wide Web.

**3. METHODS OF INSTRUCTION:**

Methods of instruction may include, but are not limited to, the following:

- \* Distance Education
- \* Methods of instruction may include but are not limited to those listed. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.
- \* A. Lectures, including electronic lectures delivered on the computer
- \* B. Textbook
- \* C. Handouts
- \* D. Guest Speakers
- \* E. Group Projects
- \* F. Any other unique instructional strategies as shall be determined by each instructor.

#### **4. REQUIRED TEXTS AND SUPPLIES:**

Textbooks may include, but are not limited to:

##### **TEXTBOOKS:**

1. Shelly, Gary B., Cashman, Thomas J., and Waggoner, William C.. Discovering Computers 98: A Link to the Future: World Wide Web Enhanced, Course Technology, Cambridge, MA., 1998,

##### **MANUALS:**

##### **PERIODICALS:**

##### **SOFTWARE:**

##### **SUPPLIES:**

1. Distance learning students require access to the Internet and an E-Mail account.

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