

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>		
COURSE RUBRIC NUMBER	<u>POFI 1104</u>		
COURSE TITLE	<u>Computer Fundamentals</u>		
COURSE CREDIT HOURS	<u>1</u> Credits	<u>1</u> Lec	<u>1</u> Lab

I. Catalog Description

Provides the computer applications specific software (Microsoft Office Outlook). Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency. Provides instruction in creating and viewing messages; scheduling appointment and tasks; managing messages; creating and managing contacts, tasks, and notes. This is a Microsoft Official Academic Course (MOAC) program that prepares students to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company. **(1:1).**

II. Course Objectives

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

- A. Unit I. Basic Email Functions
 1. Identify key terms used in Microsoft Outlook.
 2. Describe the Outlook Windows environment, i.e., title bar, menu bar, standard toolbar, navigation pane, status bar, items, to-do bar, and reading pane
 3. Launch Outlook from the start menu and desktop shortcut.
 4. Change Outlook's view to mail, current, calendar, and contact folders and by work week, week, month, task, and notes folders.
 5. View, hide, minimize, and customize bars.
 6. Follow e-mail policies.
- B. Unit II. Managing Messages
 1. Create, send, reply to, forward, and resend messages.
 2. Save a copy of sent messages in a different location.
 3. Turn on preview message to view automatically to include previewing attachments.
 4. Attach and open files and items in a message.
 5. Create and modify a personal signature.
 6. Create internal and external out-of-the-office messages.
 7. Respond and respond to e-mails.
- C. Unit III. Advanced Skills in Messaging
 1. Change and select the default format for messages using advanced message options.
 2. Set messages by level of importance/sensitivity.
 3. Add and remove follow-up flags; create a message requesting a delivery receipt and a read receipt; and create or delay a message delivery.
 4. Choose how replies can be received at a specific email address.
 5. Create email polls using standard or custom voting buttons.

6. Set up the security settings, sign a message digitally, encrypt a message, and restrict permission to a message.
 7. Manage email folders and junk messages.
 8. Create, move, delete, and archive folders.
 9. Create a rule to forward, delete, and move email messages using rule templates.
- D. Unit IV. Contacts, Distribution Lists, Business Cards, Searches, and Secondary Address Book
1. Categorize messages, appointments, meetings, contacts, and tasks by color by creating a rule.
 2. Create, modify, and save contact information; create message header from the contact listing; and create and modify a distribution list.
 3. Create, edit, and send an electronic business card; create a contact from an electronic business card; and set up the electronic business card as an automatic signature for messages.
 4. Create a custom search folder and locate tasks and items using the search feature.
 5. Create a secondary address book for personal contacts and import them from a file.
- E. Unit V. Meetings and Appointments
1. Create a one-time or recurring appointment for a meeting or event from an email message or task and mark it as private.
 2. Create and edit appointments by managing meetings; identify appointments as mandatory or optional; determine when attendees are available to meet; and track responses using Outlook.
- F. Unit VI. Calendars, Tasks, and Data Files
1. Customize the calendar by sharing and viewing it with other Outlook users; configure calendar as free/busy settings; change time zone and multiple time zones; add holidays to the calendar; send calendar information in an email message; publish your calendar; view multiple calendars in overlay mode; and configure Outlook to be accessible through the Web.
 2. Create, edit, and manage tasks; set status priority and percent completed on tasks; mark tasks as private and complete; assign tasks to others; send a status report; and locate tasks or contacts by using the search feature.
 3. Categorize messages, appointments, meetings, contacts, and tasks by color and sort.
 4. Create a data file; add an Outlook data file to, or remove it from, a mail provider; and change data file settings.

III. THECB Learning Outcomes (WECM)

1. Differentiate among systems, applications and utility software
2. Format, edit and enhance a document.
3. Manage files and folders.

IV. Evaluation

A. Evaluation Methods

Evaluation will be based on theory exams and assignments.

Students will be taking the pre-test for MCAS and will be provided with a voucher for the MCAS exam.

B. The final grading will be based on the percentage earned.

<u>Percentages</u>	<u>Letter Grade</u>
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – and below	F

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.