

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>						
COURSE RUBRIC NUMBER	<u>POFI 1204</u>						
COURSE TITLE	<u>Computer Fundamentals</u>						
COURSE CREDIT HOURS	<table style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="width: 33%; text-align: center;"><u>2</u></td> <td style="width: 33%; text-align: center;"><u>2</u></td> <td style="width: 33%; text-align: center;"><u>1</u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td style="text-align: center;">Lab</td> </tr> </table>	<u>2</u>	<u>2</u>	<u>1</u>	Credits	Lec	Lab
<u>2</u>	<u>2</u>	<u>1</u>					
Credits	Lec	Lab					

I. Catalog Description

Provides the computer applications specific to business-related software (Microsoft PowerPoint). Provides instruction in the utilization of presentation software to produce multimedia presentations. Provides graphics, text, sound, animation and/or video that may be used in presentation development. 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. **(2:1)**.

II. Course Objectives

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

- A. Perform PowerPoint essentials.
- B. Identify presentation basics.
- C. Work with text.
- D. Design a presentation.
- E. Add tables to slides.
- F. Use charts in a presentation.
- G. Create SmartArt graphics.
- H. Add pictures and shapes to a presentation.
- I. Secure and share presentations.
- J. Deliver presentations.
- K. Conduct research for final presentation.

III. Evaluation

- A. Evaluation Methods

Evaluation will be based on written exams, assignments/projects, and an oral presentation.

B. Grading Scale

The final grade report will be based on the percentage of total points earned.

<u>Percentage</u>	<u>Letter Grade</u>
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

IV. 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).

V. 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.