El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	**Information Technology Systems**
COURSE RUBRIC AND NUMBER	**ITSC 1301**
COURSE TITLE	**Introduction to Computers**
COURSE CREDIT HOURS	**3 3 : 1**
	Credits Lec Lab

I. Catalog Description

Provides an overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores the integration of application usage and provides exploration on the impact within the business community and society as a whole. **(3:1)**

II. Course Objectives

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

A. Unit I. Computer Fundamentals

1. Define what a computer is. Describe hardware and software and other devices that make up a "computer"
2. Explain the impact of computers on society and identify computer careers and ethical uses of computers.
3. Explain and discuss the difference between systems, operating systems, and application software
4. Identify different applications, programming structures, converging technologies and their usage
5. Identify potential security hazards, identifying and follow disaster recovery protocols
6. Define the terms utilized within the Windows graphical user interface and their usage
7. Navigate within the Windows graphical user interface with the understanding of the role the mouse and keyboard play within this environment
8. Utilize the menu system within Windows' applications
9. Load/exit an application
10. Utilize the tools within Windows related to multitasking
11. Discuss path structure in the Windows environment
12. Utilize file management utilities in Windows
    a. Navigate to drives, folders and files within the file management utility
    b. Create, rename, move, copy, rename and delete folders within the file management utility
    c. Understand drive capacities and file size terminology
13. Run the Internet browser application Internet Explorer
14. Identify and describe the capabilities of email.
15. Identify the interface components and their usage within the Internet Explorer application
16. Save pictures as files and information from the Internet
17. Utilize saved files and information from the Internet within an application

B. Unit II. Word Processing

1. Identify the applications with the Microsoft Office suite of programs
2. Run the word processing application Microsoft Word. Describe instances where Microsoft Word would be the application to use
3. Modify the Word interface for particular tasks
4. Identify the interface components and their usage within the Word application
5. Save files utilizing paths
6. Create and modify word processing files
7. Utilize various word processing features within Microsoft Word

C. Unit III. Electronic Spreadsheets

1. Run the spreadsheet application Microsoft Excel
2. Describe instances where Microsoft Excel would be the application to use
3. Modify the Excel interface for particular tasks
4. Identify the interface components and their usage within the Excel application
5. Create and modify spreadsheet files
6. Create various graphs/charts within Excel

D. Unit IV. Slide Presentations

1. Run the slide presentation application Microsoft PowerPoint
2. Describe instances where Microsoft PowerPoint would be the application to use
3. Modify the PowerPoint interface for particular tasks
4. Identify the interface components and their usage within the PowerPoint application
5. Create and modify presentation files

E. Unit V. Databases and Application Integration

1. Run the database application Microsoft Access
2. Describe instances where Microsoft Access would be the application to use
3. Create database objects to include tables, forms, reports, queries, etc.
4. Utilize a portion of a file from one application within another application
5. Utilize Object Linking and Embedding

III. THECB Learning Outcomes (WECM)

1. Identify the components of a computer system.
2. Use common applications.
3. Explain the impact of computers on society.
4. Identify computer careers.
5. Identify fundamental programming structures.
6. Identify ethical use of computers.
7. Use basic operating system functions.

IV. Evaluation

A. Preassessment

Students who wish to challenge the course for credit should review the requirements in the El Paso Community College District Catalog.

B. Postassessment

This course will contain lab assignments and exams. The instructor will determine the mix of lab assignments and exams to arrive at a grade as described in the Instructor Requirements document.

C. Remediation

The instructor may provide the students with means of improving a grade. The instructor will determine the timing, form, and method of remediation.

V. Disability Statement (Americans 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.