

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-top: 5px;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">2</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">2</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">1</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>	2	2	1	Credits	Lec	Lab
2	2	1					
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. Describe and demonstrate how to use OneNote, SWAY, and Office Mix.
- B. Illustrate the current version of Microsoft's operating system.
- C. Identify Apps in Office.
- D. Save and retrieve files from OneDrive.
- E. Identify components of the Microsoft Office Ribbon.
- F. Create folders in a storage location.
- G. Perform tasks using Microsoft Office Apps.
- H. Use the Help function.
- I. Create and edit presentations with pictures.
- J. Apply themes and downloading themes then applying to slide(s).
- K. Enhance presentations with pictures, shapes, and WordArt.
- L. Formatting pictures, shapes, and images.
- M. Reuse presentation and add media and animation.
- N. Applying effects to pictures, shapes, and images.
- O. Adding and editing media to slides.
- P. Creating and formatting SmartArt Graphics.
- Q. Inserting, formatting, and editing charts and tables in a slide.
- R. Collaborate and delivery a presentation.
- S. Compare presentations and merge together.
- T. Review, accept, and reject changes to the presentation.
- U. Change resolutions to slides.
- V. Save and packaging a presentation.
- W. Protect and secure presentation with a password.
- X. Navigate presentations using hyperlinks and action buttons.
- Y. Create a presentation using Microsoft Word Outline.

- Z. Add and modify bullets.
- AA. Create a self-running presentation containing animation.

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 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
50 – 59	F

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.