

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	<u>2 2 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. The adopted book maps the technical skills needed 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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.