

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 1 1</u> Credits Lec Lab

I. Catalog Description

Studies computer application 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 appointments and tasks; managing messages; creating and managing contacts, tasks, and notes. The textbook 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. **(1:1)**.

II. Course Objectives

Upon satisfactory completion of this 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. **1.** Identify apps in Office.
- C. Identify components of the Microsoft Office Ribbon.
- D. Create folders. Perform tasks using Microsoft Office apps.
- E. Use the Help function
- F. Identify key terms used in Microsoft Outlook.
- G. Set up Outlook.
- H. Describe the Outlook Windows environment.
- I. Launch Outlook from the start menu and taskbar.
- J. Change Outlook's view to mail, current, calendar, and contact folders and by work week, week, month, task, and notes folders using the Options function.
- K. Compose and send email messages.
- L. Work with incoming messages.
- M. Respond to messages.
- N. Organize messages with Outlook folders.
- O. Create and edit appointments in the calendar.
- P. Schedule events, i.e., one-time event or recurring events.
- Q. Schedule meetings, such as, importing an iCalendar File.
- R. Print calendars in different view.
- S. Save and share the calendar and iCalendar file.
- T. Create and edit a Contact list.
- U. View and sort a Contact List.

- V. Search for a Contact.
- W. Create a group Contact list.
- X. Print the Contact list.
- Y. Create a Task.
- Z. Categorize Tasks.
- AA. Categorize email messages.
- BB. Manage Task
- CC. Choose and display print views.
- DD. Use Notes.
- EE. Discuss how to add new email accounts.
- FF. Customize email messages.
- GG. Create email signatures.
- HH. Assign email signatures to a single message or all messages.
- II. Modify the calendar.

III. THECB Learning Outcomes (WECM)

1. Differentiate among systems, applications and utility software; format, edit and enhance a document.
2. 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 (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 (8312426); 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.