

WINDOWS XP SYLLABUS

POFI 1204 Computer Fundamentals

This course includes Window XP and Outlook. Your final grade will be based on 50% Windows XP and 50% Outlook.

Important: If you are unable at any time during the session to continue in this course or if you think you will not be able to complete the course or meet the requirements, it is your responsibility to complete the ACC withdrawal form. Failure to withdraw yourself will result in a failing grade for the course. An incomplete is not given for this course.

Program: Office Administration

Prerequisite: Keyboarding skill

Semester Credit Hours: 2

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial (which is a task-oriented, step-by-step, and screen-by-screen approach to learning)
- Student guide to encourage independent work
- Instructor-assisted flex-entry computer lab
- Lab technician-assisted open computer lab

Course Rationale: This course will provide you with the knowledge of specialized skills for an operating system that will enable you to meet the current and future needs of the business world.

Course Description: Course provides continued study of current computer terminology and technology and advanced skill development in computer hardware, software applications, and procedures. This skill development specifically includes MS Windows and Outlook.

Course Objectives:

- Teach the fundamentals so you can efficiently use Windows XP.
- Provide a knowledge base for Windows XP upon which you can build.
- Use real-world examples and procedures that will prepare you to be a skilled user of Windows XP.

Textbook and Required Materials:

- *Microsoft Windows XP Introductory Concepts and Techniques* by Shelly Cashman Forsythe, ISBN 0-7895-6418-1 or ISBN 0-619-25395-5 (Service Pack 2 Edition)
- Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd., Phone 927-1619. Reserve online at <http://austinctc.bkstore.com>
- Flash

Recommended Materials:

- 1-inch Binder
- Highlighter

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will acquire from this course. These are skills that have been identified by industry as being necessary to success in the labor market. An example is given by each skill.

- Creative Thinking—use knowledge to create, store, retrieve, delete files using the desktop, My Documents, and/or a disk.
- Decision Making—use knowledge to decide how to utilize an operating system with maximum efficiency.
- Problem Solving—use Help system to figure out how to accomplish tasks such as adding a shortcut on the desktop or searching for picture files.
- Interpret Information—read textual information and then apply it to make the best use of computer technology.
- Select Technology—choose appropriate procedures, tools, or equipment to accomplish tasks.
- Apply Technology to Task—understand the overall intent and proper procedures for setup and operation of the equipment which includes the CPU, keyboard, and printer.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation/Grading:

In order to successfully complete the course, you must complete the assignments for 3 projects, take 3 theory evaluations, and turn in 3 Practice Tests with a score of not less than 80%. Grade will be computed as shown below:

3 Project Assignments	30%
3 Theory Evaluations	60%
3 Practice Tests	<u>10%</u>
	100%

Final Grade

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
59% & below	= F

OUTLOOK SYLLABUS

POFI 1204 Computer Fundamentals

IMPORTANT: This course includes Window XP and Outlook. Your final grade will be based on 50% Windows XP and 50% Outlook.

Important: If you are unable at any time during the session to continue in this course or if you think you will not be able to complete the course or meet the requirements, it is your responsibility to complete the ACC withdrawal form. Failure to withdraw yourself will result in a failing grade for the course. An incomplete is not given for this course.

Program: Office Administration

Prerequisite: Keyboarding skill

Semester Credit Hours: 2

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial textbook that is a task-oriented, step-by-step, and screen-by-screen approach to learning
- Student guide to encourage independent work
- Instructor-assisted flex-entry computer lab
- Lab technician-assisted open computer lab

Course Rationale: This course will provide you with the knowledge of specialized skills for a communications and scheduling program that will enable you to meet the current and future needs of the business world.

Course Description: Course provides study of current computer terminology and technology and skill development in computer hardware, software applications, and procedures. This skill development specifically includes MS Windows and Outlook.

Course Objectives:

- Teach the fundamentals so you can efficiently use Outlook.
- Acquaint you with the proper procedures to create messages suitable for professional purposes and personal use.
- Learn how to use and manage a scheduling program.

Textbook and Required Materials:

- *Microsoft Office Outlook 2007 Introductory Concepts and Techniques* by Shelly Cashman Webb, ISBN-13: 978-1-4188-5978-7 or ISBN-10: 1-4188-5978-8
- Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd., Phone 927-1619. Reserve online at <http://austincc.bkstore.com>
- Flash drive

Recommended Materials:

- 1-inch Binder
- Highlighter

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will acquire from this course. These are skills that have been identified by industry as being necessary to success in the labor market. An example is given by each skill.

- Creative Thinking—use knowledge to create, store, retrieve, delete files using the desktop, My Documents, and/or a disk.
- Decision Making—use knowledge to decide how to utilize a communications and scheduling with maximum efficiency.
- Problem Solving—use Help system to figure out how to accomplish tasks such as flagging e-mail, screening junk mail, calendar coloring.
- Interpret Information—read textual information and then apply it to make the best use of computer technology.
- Select Technology—choose appropriate procedures, tools, or equipment to accomplish tasks.
- Apply Technology to Task—understand the overall intent and proper procedures for setup and operation of the equipment which includes the CPU, keyboard, and printer.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation/Grading:

In order to successfully complete the course, you must complete the assignments for 2 chapters, take 2 theory evaluations, and turn in 2 Practice Tests with a score of not less than 80%. Grade will be computed as shown below:

2 Chapter Assignments		30%
2 Theory Evaluations	60%	
2 Practice Tests	<u>10%</u>	
	100%	

Final Grade

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
59% & below	= F