Administrative Master Syllabus

Course Information

Course Title	Computer Applications I
Course Prefix, Num. and Title	POFI 1301 Computer Applications I
Division	Technology and Business
Department	Business Office Technology
Course Type	WECM Course
Course Catalog Description	Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:2:2
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Department Head:	Celine Siewert, Business Office Technology Program Director	06/01/2025
Division Chair:	David Kucera, Technology & Business Division Chair	06/01/2025
VPI:		

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Introduction to computer hardware
2. Getting started with Windows
3. Introduction to Microsoft Office
4. Introduction to Microsoft Word
5. Introduction to Microsoft Excel
6. Introduction to Microsoft Access
7. Introduction to Microsoft Powerpoint
8. Introduction to Adobe Acrobat

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:
- Identify the components of a computer system
- Perform common tasks used in applications.

Methods of Assessment:
- Discussions
- Exams
- Quizzes
- Lessons
- Projects

Required text(s), optional text(s) and/or materials to be supplied by the student:

Microsoft Office textbook and Simnet.

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

At least 20 computers with USB ports in the front, Laser printer, at least one color printer, desks for the computers and printers, internet access, and the latest version of Microsoft Office and Acrobat Adobe.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Discussions 5%
Exams 30%
Quizzes 5%
Lessons 20%
Projects 30%
Final Exam 10%
Rev. June 2023

If your score is Your grade is:
90% up to 100% .. A
80% up to 89% .... B
70% up to 79% C
60% up to 69% .... D
59% or below ...... F

Curriculum Checklist:

☐**Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐**Administrative WCJC Core Course**. Attach the Core Curriculum Review Forms

> ☐Critical Thinking
>
> ☐Communication
>
> ☐Empirical & Quantitative Skills
>
> ☐Teamwork
>
> ☐Social Responsibility
>
> ☐Personal Responsibility

☒**WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist