

**Degree Description**

"This program is pending approval by the Texas Higher Education Coordinating Board."

Prepares Students with a foundation in computer skills.

Marketable Skills

1. Understand and apply computing terminology and concepts used in the workplace- Critical Thinking/Communication.
2. Apply fundamentals of computer programming in structured design concepts- Critical Thinking/Communication.
3. Configure, use, and troubleshoot computer operating systems and/or application software Critical Thinking.
4. Use the Internet to locate, transfer, research and publish information at a level appropriate for the academic and work environment. Critical Thinking/Communication.
5. Install and evaluate desktop and network security protocols and principles- Critical Thinking.

Semester I	Hours
<a href="#">POFT 1393 Special Topics: Introduction to Keyboarding</a>	3 hours
<a href="#">ITSC 1325 Personal Computer Hardware</a>	3 hours
	<b>6 hours</b>

Semester II	Hours
<a href="#">ITSW 1301 Introduction to Word Processing</a>	3 hours
<a href="#">ITNW 1337 Introduction to the Internet</a>	3 hours
<a href="#">ITSW 1307 Introduction to Database</a>	3 hours
<a href="#">ITSW 1304 Introduction to Spreadsheets</a>	3 hours
	<b>12 hours</b>

**Total hours: 18 hours**

## Course Descriptions

### **POFT 1393 Special Topics: Introduction to Keyboarding**

Address topics recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

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### **ITSC 1325 Personal Computer Hardware**

Studies current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Semester Hours 3 (2 lec/2 lab)

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### **ITSW 1301 Introduction to Word Processing**

Presents an overview of the production of documents, tables, and graphics. Students will identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. Presents pagination, merging and storage of documents. Prerequisite: POFT 1393 with a grade of C or better or a keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/2 lab)

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### **ITNW 1337 Introduction to the Internet**

Introduces the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Surveys emerging technologies on the Internet. Semester Hours 3 (2 lec/2 lab)

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### **ITSW 1307 Introduction to Database**

Introduces database theory and the practical applications of a database. Semester Hours 3 (2 lec/2 lab)

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### **ITSW 1304 Introduction to Spreadsheets**

Introduces the concepts, procedures and importance of electronic spreadsheets. Semester Hours 3 (2 lec/2 lab)

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