

**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.

<b>Semester I</b>	<b>Hours</b>
<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>

<b>Semester II</b>	<b>Hours</b>
<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**

Topics address 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. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 lec)

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

Studies current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. The student will assemble/set-up and upgrade personal computer systems, diagnose and isolate faulty components, optimize system performance, and install/connect peripherals. 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. Identifies word processing terminology and concepts; creates technical documents, formats and edits documents, uses simple tools and utilities, and prints documents. Presents pagination, merge and storage of documents. 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 relational and non-relational database theory and the practical applications of a contemporary databases. Topics may adapt to changes in industry practices. 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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