

COURSE INFORMATION:

Effective: 2007SU

Course Prefix/No.: EGR 110
Course Title: Introduction to Computer Environment
Lecture Hours/Week: 3.0
Lab Hours/Week: 0.0
Credit Hours/Semester: 3.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION:

This course is a text-based, self-paced course that provides an overview of computer hardware, operating systems, current word processing, spreadsheet, and database software applications.

COURSE COMPETENCIES:

Upon successful completion of this course, the student should be able to:

Module 1 – Computer Fundamentals

- Explain the function of a mainframe computer vs. a microcomputer
- Identify a PC
- Understand the following computer terminology:

Bit	CPU	Megahertz
Byte	DVD	Gigahertz
CD	DVD-R	PC
CD-ROM	DVD-RW	PDA
CD-R	Floppy Disk	RAM
CD-RW	Hard Drive	

Module 2 – Computer Hardware

- Identify the tower of a microcomputer
- Identify the system board
- Identify the power supply
- Identify the microprocessor (CPU)
- Identify the RAM
- Identify the disk drive
- Identify a memory stick/jump drive
- Identify the monitor
- Identify a variety of available ports
- Identify and give examples of other peripherals

Module 3 – Computer Software

- Explain what a program is
- Explain what a file is
- Explain what an Operating System is
- Explain what a computer virus is and the need for an antivirus program

Module 4 – Working with Windows

- Correctly use and maintain the mouse
- Open and close programs
- Size a window
- Save Files
- Edit Files
- Locate existing files
- Demonstrate effective file management skills
- Utilize the Paint program
- Use Word Pad
- Print Files
- Use Online Help

Module 5 – Browsing the Web (Internet)

- Launch Internet Explorer
- Navigate the Web
- Recognize and navigate using hyperlinks
- Navigate using the browsing controls
- Print a webpage
- Utilize a search engine

Module 6 – Microsoft Word

- Insert, edit, and overtype text
- Use effective saving concepts
- Use the scroll bar and move insertion points
- Use undo, redo, and repeat functions
- Use print preview, print documents, and cancel print jobs
- Manage toolbars
- Insert date/time, symbols, and page breaks
- Select appropriate page view
- Format text and paragraphs
- Use the cut, copy, and paste functions
- Use Drag and Drop
- Use the Online Assistant
- Utilize the online help function
- Use the spell check and grammar check tools
- Use the thesaurus
- Use the find and replace tool

- Perform a word count
- Create/Modify page margins
- Create bulleted and numbered lists
- Use/insert clipart

Module 7 – Microsoft Excel, Part 1

- Create a new worksheet and a new workbook
- Use the highlight function
- Use the task pane
- Enter data into the cells of a worksheet
- Use undo, redo, and repeat functions
- Use effective saving concepts
- Align cell entries
- Use the autosum tool
- Use the autocalculate tool
- Use print preview, print documents, and cancel print jobs
- Manage toolbars
- Use the fill handle
- Create an informative spreadsheet
- Correctly enter formulae into a cell
- Format cells
- Merge cells
- Clear cells
- Use the Online Assistant
- Utilize the online help function
- Use the autocomplete function
- Use the cut, copy, and paste functions
- Use drag and drop
- Use the right drag function
- Insert cell borders
- Insert fill colors and patterns into a cell
- Utilize the chart functions

Module 8 – Microsoft Access

- Open an existing database
- Create a new database
- Create a table with appropriate fields
- Edit records in a database
- Enter new records into a database
- Sort a database
- Query a database
- Retrieve and save database files
- Format a database

MINIMAL STANDARDS:

Assignments and attendance must be completed as designated in "Evaluation Strategies/Grading." Criteria for minimal acceptable performance will be provided by the instructor.

REQUIREMENTS:

Attendance Policy

The college attendance policy, stated in the college handbook, will be honored. The instructor will provide specific requirements for the course.

Academic Honesty

Students are expected to adhere to the college policy regarding student conduct as stated in the college handbook.

Assignments

Students are expected to complete all assignments and any supplementary exercises designated by the instructor.

EVALUATION STRATEGIES/GRADING:

Students must complete all modules, including assignments, projects, and tests. Students must earn at least a "C" in order for the course to serve as a prerequisite and for the course to apply towards a certificate.

Grading Scale:

A = 90.0 – 100

B = 80.0 – 89.9

C = 70.0 – 79.9

D = 60.0 – 69.9

F = 00.0 – 59.9

Evaluation Method:

Tests/Projects (minimum of four total)

75% of each module

Work Attitude

25% of each module

Each module counts 12.5% of final grade

Work Attitude is defined as:

- | | |
|--|--|
| <input type="checkbox"/> Participation | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Appearance | <input type="checkbox"/> Attendance |
| <input type="checkbox"/> Effort | <input type="checkbox"/> Self Motivation |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Works Independently |

ENTRY LEVEL SKILLS:

None

PREREQUISITES:

RDG 031 or equivalent

CO-REQUISITES:

None

METHODS OF INSTRUCTION:

This course is a self-paced, text-based course.