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| 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](#)

[Student Code and Grievance Procedure](#)

COURSE DESCRIPTION

This course provides an introduction to computer hardware, operating systems, and application software.

COURSE COMPETENCIES

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

Module 1 – Computer Concepts and Windows

- Describe the hardware components of a computer system
- Describe and differentiate operating systems and applications software
- Use appropriate computer technology terminology
- Navigate program windows
- Manage folders and files

Module 2 – Word Processing

Utilize a word processing system to create, edit, and modify documents by:

- creating a document
- formatting a document
- editing a document
- creating and using folders
- inserting graphics
- printing documents

Module 3 – The Internet and Email

- Select internet browsers
- Select internet search engines
- Conduct internet searches
- Utilize the functions of email

Module 4 – Spreadsheets

Utilize a spreadsheet system for business applications by:

- analyzing a problem and developing a solution
- building a spreadsheet

- utilizing the built-in functions of the spreadsheet software, such as SUM, AVG, MAX, MIN
- solving problems associated with everyday business activities by
 - formatting the spreadsheet
 - editing the spreadsheet
 - working with charts
- - printing the spreadsheet

Module 5 – Presentations

- Develop an organized and meaningful software presentation
- Incorporate animation, hyperlinks, and clip art into a presentation
- Make a presentation using presentation software

Module 6 – Databases

Utilize a database software system to create, edit, modify and query database files by:

- building a database and tables
- accessing a file
- printing a table
- perform simple queries

MINIMAL STANDARDS

Students must complete all modules, including assignments, projects, quizzes, 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, degree, or diploma.

REQUIREMENTS

Attendance Policy

The college attendance policy, stated in the college handbook, will be honored. Online students must log in and *actively participate* in the class regularly to be considered attending. A student may be withdrawn if he/she has not *actively participated* for 10% of the course (10 days in a 16-week course, for example).

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

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:

Your final grade will be determined by the number of points you earn as a percentage of total points possible.

METHODS OF INSTRUCTION

Instructional materials will be available online and in the textbook. **Students must have access to a computer, the internet, and the current software suite.** Students will be given opportunities to practice the computer skills being learned by completing assignments. These assignments will be vital in learning to use the software. Students should expect to spend approximately the same time reviewing online materials as they would in a classroom setting and additional time to complete the assignments. In order to achieve the expected competencies, students must work through and understand the assigned work. Students will be expected to complete regularly scheduled assignments, quizzes, and projects.

ENTRY LEVEL SKILLS: None

PREREQUISITES: RDG 031 or equivalent

CO-REQUISITES: None

Disabilities Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.