

Miami-Dade Community College
CGS 1060: INTRODUCTION TO MICROCOMPUTER USAGE

COURSE DESCRIPTION

Introduces information processing, the operation of a microcomputer and usage of an operating system. Applications in word-processing, integrated electronic spreadsheets, and electronic filing systems are presented.

Four (4) credits: 3-hour lecture and 2 hour lab

COURSE COMPETENCIES

Competency 1 - Hardware:

The student will demonstrate the ability to identify and describe the key features and the function of the following components of a computer system:

- 1.1. Input Devices
 - Keyboard
 - Pointing Devices
 - Scanners
 - Digital cameras
 - Microphone
- 1.2. Output Devices
 - CRT and LCD Monitors
 - Printers
 - Speakers
- 1.3. System Unit
 - CPU
 - RAM
- 1.4. Storage
 - Hard disk
 - CD-ROM, CD-R, and CD-RW
 - DVD
 - Removable media

Competency 2 – System Software:

The student will be able to define and/or use the key features of system software including:

- 2.1. Types of Operating Systems
 - Windows
 - Mac O/S
 - Other O/S
- 2.2. Operating System Functions
 - GUI Interface
 - Desktop

- 2.3. Windows Fundamentals
 - Managing the desktop (icons, clicking, moving & sizing windows)
 - Using My Computer
 - Formatting floppy disk
 - Locating drives
 - Locating, starting, closing applications
 - File Management
 - Files/Folder Hierarchy
 - Creating files and folders
 - Copying, Moving files / folders
 - Deleting Files and folders
 - Using Windows Explorer
- 2.4. Utility Programs
 - Virus Checkers
 - Other Utilities

Competency 3 – Networks and the Internet

The student will be able to explain the function of and/or use the key features of networks including

- 3.1. Network Basics
 - LAN
 - WAN
 - Server
 - Resource Sharing
 - Connectivity (communication media)
- 3.2. The Internet
 - History
 - Connecting to the Net
 - Connecting from Campus
 - Connecting from Home
 - Alternatives
 - Internet services
 - E-Mail
 - Other Services
- 3.3. World Wide Web Basics
 - Web Sites / Web pages
 - Hyperlinks
 - Domain Names and URLs
 - Browsers
 - Multimedia
 - Uploading/Downloading

Competency 4 – Application Software - Word:

The student will be able to explain and use the key features of Word including:

- 4.1. Word Fundamentals
 - Starting Word
 - Opening / closing documents
 - Creating a document
 - Editing a document
 - Saving a document
 - Using Help
- 4.2. Formatting text
 - Selecting text
 - Formatting
 - Creating and editing bulleted/numbered lists
 - Setting tabs
 - Using Find/Replace
- 4.3. Finishing
 - Spell and grammar checking
 - Creating / editing headers and footers
 - Inserting / editing page numbers
 - Changing page set-up
 - Previewing a document
 - Printing

Competency 5 – Application Software - Excel:

The student will be able to explain and use the key features of Excel including:

- 5.1. Excel Fundamentals
 - Starting Excel
 - Opening / closing worksheets
 - Creating a workbook and worksheets
 - Entering data
 - Editing an existing worksheets
 - Saving a worksheet to disk
 - Using Help
- 5.2. Worksheet Basics
 - Selecting cell(s)
 - Editing / formatting a range of cells
 - Inserting rows and columns
 - Deleting rows and columns
 - Modifying row/column height and width
 - Naming Worksheets
- 5.3. Formulas and Functions
 - Entering simple formulas
 - Entering functions
 - Using AutoSum
 - Using AutoFill

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- 5.4. Formatting, Finishing, and Printing
 - Formatting numbers
 - Formatting text
 - Using Page Setup
 - Previewing a worksheet
 - Using formula view (“formulas Version”)
 - Printing a Worksheet
- 5.5. Charting
 - Creating charts from worksheet data
 - Changing chart types
 - Modifying a chart
 - Inserting charts in worksheets

Competency 6 – Application Software - Access:

The student will be able to explain and use the key features of Access including:

- 6.1. Access Fundamentals
 - Starting Access
 - Creating a database
 - Planning
 - Creating a table in design view
 - Entering data
 - Opening an existing database
 - Selecting views
 - Using Help
- 6.2. Editing a database
 - Editing a database file
 - Modifying data
 - Modifying field attributes
 - Sorting
- 6.3. Using Forms
 - Creating a form
 - Modifying text and layout
 - Saving a form
- 6.4. Using Reports
 - Create a report
 - Print / Print Preview
 - Saving a report
- 6.5. Using Queries
 - Creating a query
 - Adding fields to a query
 - Finding a record based on a criteria
 - Using multiple criteria in a query
 - Saving a query

Competency 7 – Application Software – PowerPoint:

The student will be able to explain and use the key features of PowerPoint including:

- 7.1. PowerPoint Fundamentals
 - Starting PowerPoint
 - Opening a PowerPoint presentation
 - Opening a new presentation
 - Creating a slide
 - Selecting layout
 - Entering data
 - Saving a presentation
 - Inserting additional slides
 - Selecting views
 - Using help
 - Showing a Slide Show
 - Printing