EGTE 112-010
Personal Computers and Technology
Dr. Palaniappa Krishnan
FREC/Bioresources Engineering Department
261 Townsend Hall
Ph: 302-831-1502 (w)  Ph: 302-239-3781 (h)
Email: baba@udel.edu

Tentative Topics:

Word 2000 - 1 week
Type, format and edit a document
Create tables
Create equations
Write resumes, letters, reports

Excel 2000 - 7 weeks
Text: A guide to Microsoft Excel for Scientists and Engineers by B.V. Liengme (3rd ed)
Enter Data and perform calculations
Create chart
Write macros using visual basic editor
Carry out Data Analysis

Access 2000 - 2 weeks
Develop a database
Filter data
Create reports
Merge with word document

Powerpoint 2000 - 1 week
Prepare presentations

Web Design - 2 weeks

GRADING:

Homework - 50%
Quizzes - 30%
Projects - 15%
Class participation - 5%

Grade Distribution:

A = 92 – 100  B- = 79 – 81  D+ = 67 - 68
A- = 89 – 91  C+ = 77 – 78  D = 62 - 66
B+ = 87 – 88  C = 72 – 76  D- = 59 - 61
B = 82 – 86  C- = 60 - 71