



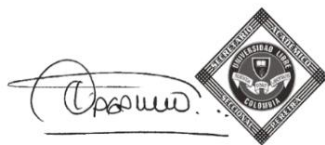
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## FREE UNIVERSITY PEREIRA SECTION

### UNDERGRADUATE PROGRAM IN ENVIRONMENTAL ENGINEERING



<b>SUBJECT:</b>	<b>ELECTIVE II (COMPUTER SCIENCE)</b>
<b>CODE:</b>	12128
<b>SEMESTER:</b>	THIRD
<b>AREA:</b>	BASIC ENGINEERING SCIENCE
<b>MODE</b>	THEORETICAL – PRACTICAL
<b>PREREQUISITE</b>	COMPUTER SCIENCE FUNDAMENTALS
<b>IHS</b>	3
<b>HTSI</b>	6
<b>NUMBER OF CREDITS</b>	3

Learning and handling basic concepts of:

1. Components and devices of a PC.
2. Windows 98 Operating System.
3. Integrated office software package OFFICE 97.
4. Basic concepts for local networking and Internet browsing.

### CONTENT



Basic computer concepts. Components of a PC.

- 2.- Windows 98 operating system
- 3.- Computer networks.
  - 3.1.- Use of local networks under Windows environment.





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3.2.- Internet.

3.2.1.- Navigation (Internet Explorer; Netscape)

3.2.2.- Email.

4.- Integrated package OFFICE 97.

4.1.- WORD 97 word processor.

4.2.- EXCEL 97 spreadsheet.

4.3.- POWER POINT 97 presentation editor.

4.4.- ACCESS 97 database.

5.- Other commonly used computer applications (Antivirus, Compressors,



## LITERATURE

- R. Peña, ``Office 97 Professional. Complete Guide``, Inforbook`s, Barcelona 1997.

- A. Bernaus, J. Blanco, ``Windows 95 in depth``. DA Dowing, MA

- Covington, ``Dictionary of Computer and Internet Terms``.

- P.J. García Núñez, MP. Fernández, ``Office 97 Essentials Manual``.

