

**Tri-County Technical College - Industrial and Engineering Technology Division  
Technical Advanced Placement (TAP) Program**

**Competency Verification & Teacher Recommendation Form  
*EGR 110 (Introduction to Computer Environment)***

**SECTION I** (To be completed by the *student*)

Please complete this section of the form and give it to your computer teacher.

Your Name (*PLEASE PRINT*): \_\_\_\_\_ SSN: \_\_\_\_\_

High School: \_\_\_\_\_ Grade: \_\_\_\_\_

**SECTION II** (To be completed by the *teacher*)

I verify that this student has mastered **all** of the major course competencies for EGR 110 (*Introduction to Computer Environment*), which are listed on the back of this form and described completely in the approved syllabus. I signify this mastery by having placed my initials beside each of the competencies listed. Furthermore, I recommend this student be permitted to continue in the validation process by taking the TAP exam, which I understand will be arranged through the Industrial and Engineering Technology Division office at Tri-County Technical College.

[NOTE: The competencies for this course are equivalent to those of EGR 101 (*Introduction to Engineering Technology*); qualified students may receive credit for one or the other, but not both. Either course may be used for degree or elective requirements in engineering technology or industrial technology programs.]

Teacher Name (*PLEASE PRINT*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of high school course(s) in which this student gained the required competencies for possible TAP advanced standing: \_\_\_\_\_

Date of course completion or expected completion: \_\_\_\_\_

Comments (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please make a copy of this form for your records and mail the original to Ms. Tonia McClain, Industrial and Engineering Technology Division Secretary, Tri-County Technical College, PO Box 587, Pendleton, SC 29670. (Questions regarding TAP procedures for EGR 110 should be directed to Mr. Dave Walker, MTT Program Coordinator, at 646-1415.)

AB: 3/9/06

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## COMPETENCIES - EGR 110 (Introduction to Computer Environment)

- \_\_\_\_1. Identify the component parts of a computer - CPU, ROM, RAM, Co-processor, input devices, output devices, and input/output devices, state the relationship to each other.  
(initials)
  
- \_\_\_\_2. Do the following operations with a computer: Boot the computer (cold and warm); change default drive; change default sub-directories; make and delete sub-directories; display the listing of directory; display selected portions of directories using wildcards; copy a file from one directory to another; copy selected files using wildcards; delete a file; delete selected files using wildcards; rename a file; format a floppy disk; display the contents of an ASCII file; clear the screen.  
(initials)
  
- \_\_\_\_3. Identify the information display with a directory listing.  
(initials)
  
- \_\_\_\_4. Define the operation of BACKUP and RESTORE and state the syntax for the operation.  
(initials)
  
- \_\_\_\_5. Describe the differences between the CPU=s in the series 80x86.  
(initials)
  
- \_\_\_\_6. Open a word processing software; identify the major components of the screen; insert text, use type over, save a document and print a document; quit the software; open a document; center text, select text, delete text, replace text; cut, copy and paste text; use on-line help function.  
(initials)
  
- \_\_\_\_7. Open a spreadsheet; use cursor keys to move to cursor on the spreadsheet; enter date and calculate in calculator mode; enter text to annotate data; use summation and simple formula calculations; plot graphs from entered or calculated data.  
(initials)
  
- \_\_\_\_8. Open a CAD software and identify the parts of the screen; open menus and select menu items; identify operations on the pull down menus; draw lines and simple geometric figures using the mouse and absolute coordinates; edit using the undo and redo commands; toggle the Grid and Coords options; save and name a drawing; draw circles with the mouse and with coordinates; select an individual object and a group of objects quit the software; select a layer; define a Snap grid and set snap units; define a visible grid; use the Ortho command to ensure lines are exactly horizontal or vertical; use the Redraw and Box commands; use the Zoom command to magnify drawing details; add text to a drawing and change text characteristics.  
(initials)
  
- \_\_\_\_9. Draw a polygon using Polyline; enter points as relative coordinates; use Attach, Break and Copy commands; draw circles using relative coordinates; use construction lines; dimension a drawing; overlay an existing file onto the current drawing; plot/print a drawing; define color; set the characteristics of polylines; round corners; draw ellipse and arcs; set text characteristics and use the text editor; set drawing limits; specify points with polar coordinates.  
(initials)