

CPTR1104 - Introduction to Computer Technology

Credits:	3 (2/1/0)
Description:	This course covers the operation of personal computer hardware and software. It provides an overview of a personal computer operating system and word processing, spreadsheet, presentation, email, scheduling, Internet and database management software.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none">1. Identify microcomputer hardware components.2. Identify selected operating system processes.3. Recognize microcomputer software applications.4. Navigate on the Windows desktop.5. Utilize electronic communication .6. Utilize Windows menus/commands.7. Utilize file management.8. Create word processing documents.9. Utilize formatting techniques.10. Demonstrate printing features.11. Create spreadsheets.12. Apply formulas/functions.13. Create charts and graphs.14. Create a database.15. Utilize sorts/filters to generate reports.16. Create slide show presentations.17. Utilize Internet for research and resources.18. Recognize Internet terms/features.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.