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:	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.*

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