# 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.<br>2. Identify selected operating system processes.<br>3. Recognize microcomputer software applications.<br>4. Navigate on the Windows desktop.<br>5. Utilize electronic communication .<br>6. Utilize Windows menus/commands.<br>7. Utilize file management.<br>8. Create word processing documents.<br>9. Utilize formatting techniques.<br>10. Demonstrate printing features.<br>11. Create spreadsheets.<br>12. Apply formulas/functions.<br>13. Create charts and graphs.<br>14. Create a database.<br>15. Utilize sorts/filters to generate reports.<br>16. Create slide show presentations.<br>17. Utilize Internet for research and resources.<br>18. Recognize Internet terms/features. |
| MnTC goal areas: | None |

**Can be taking as a Prerequisite or Corequisite.*

© 2026 Minnesota State Community and Technical College.
We reserve the right to periodically update information without notice.
The information in this publication should not be regarded as contractual in nature.