

## 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> <li>Identify microcomputer hardware components.</li> <li>Identify selected operating system processes.</li> <li>Recognize microcomputer software applications.</li> <li>Navigate on the Windows desktop.</li> <li>Utilize electronic communication .</li> <li>Utilize Windows menus/commands.</li> <li>Utilize file management.</li> <li>Create word processing documents.</li> <li>Utilize formatting techniques.</li> <li>Demonstrate printing features.</li> <li>Create spreadsheets.</li> <li>Apply formulas/functions.</li> <li>Create charts and graphs.</li> <li>Create a database.</li> <li>Utilize sorts/filters to generate reports.</li> <li>Create slide show presentations.</li> <li>Utilize Internet for research and resources.</li> <li>Recognize Internet terms/features.</li> </ol>
MnTC goal areas:	None

<sup>\*</sup>Can be taking as a Prerequisite or Corequisite.