

# 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"> <li>1. Identify microcomputer hardware components.</li> <li>2. Identify selected operating system processes.</li> <li>3. Recognize microcomputer software applications.</li> <li>4. Navigate on the Windows desktop.</li> <li>5. Utilize electronic communication .</li> <li>6. Utilize Windows menus/commands.</li> <li>7. Utilize file management.</li> <li>8. Create word processing documents.</li> <li>9. Utilize formatting techniques.</li> <li>10. Demonstrate printing features.</li> <li>11. Create spreadsheets.</li> <li>12. Apply formulas/functions.</li> <li>13. Create charts and graphs.</li> <li>14. Create a database.</li> <li>15. Utilize sorts/filters to generate reports.</li> <li>16. Create slide show presentations.</li> <li>17. Utilize Internet for research and resources.</li> <li>18. Recognize Internet terms/features.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.