

Northwest Technical College

CPTR 1104: Computerized Business Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course consists of 2 parts. Part 1 is a Literacy component covering D2L/E-mail, Smarthinking/Research, and computer security. Part 2 of the course covers Microsoft Office including Word, Excel, Access, and PowerPoint.

Prerequisite(s): None

B. COURSE EFFECTIVE DATES: 05/11/2015 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Demonstrate technology skills.

D. LEARNING OUTCOMES (General)

1. Use BrightSpace (D2L) to access and submit coursework, quizzes, communications, and grades.
2. Access student email services to communicate effectively, including sending of attachments,
3. Use Windows to create, copy, move, rename, delete and manage folders and files.
4. Use Microsoft Word to create, format, save, edit and print documents.
5. Apply word processing, spreadsheets, databases, and presentation software for a business environment.
6. Use Microsoft Excel to create, format, apply formulas, save, and print worksheets for a business environment.
7. Use Microsoft Access to create, design, and maintain databases, including creating tables, queries, reports, and forms for a business environment.
8. Use Microsoft PowerPoint to create, format, design, save and print presentations for a business environment.
9. Demonstrate understanding of basic hardware components and software used in Windows and the Internet.
10. Demonstrate understanding of computer security, ethics, and safety as it applies to technology.
11. Use the Internet efficiently to search for information.
12. Apply integration methods with Microsoft Office.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted