

CAT 100 : Introduction to Microcomputer Applications

Credits 4

Introduction to mouse techniques, Windows operating system, file management, word processing, electronic spreadsheets, and databases. Hands-on class using business-oriented exercises and projects. Credit for both [CAT 100](#) and any of the [CAT 116](#), [CAT 117](#), [CAT 118](#), or [CAT 119](#) series will not be used for graduation requirements or financial aid. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Navigate and manage files on a Windows computer.
2. Create and edit a Word document.
3. Create, edit, and add formulas to an Excel spreadsheet.
4. Create, edit, and query forms with database software.