

Spring
2019

Computer Technology Center

Room D228

Non-Traditional Instruction for Computer Applications

Parkland College
Business/Computer Science and Technologies

The Computer Technology Center (CTC) is designed to provide students of all ages, abilities, and needs with convenient computer software education using an open-entry/open-exit format with self-directed instruction. Students may enroll in a course at any time up to the 12th week of the semester. The CTC classroom is open 5 days a week with morning, afternoon, and evening hours.

Students in CTC classes must understand and agree to the following policies:

- The CTC format relies on students being able to learn skills using a hands-on approach. Students must be able to read and follow step-by-step instructions. All instruction is self-directed using course guides, textbooks, and other instructional materials. Instructors are available in the classroom to facilitate student learning.
- Students must be able to arrange their schedule and organize required tasks for course completion. Approximately two hours per week for each one-credit-hour class are needed to complete all work.
- Students who need more assistance, who prefer traditional instruction, or who have difficulty organizing time should consider a different learning format.
- All assignments are due by the date designated as the last day of classes for each semester.
- No more than one unit or chapter per day may be turned in for grading during the final week of the semester.
- All assignments must be evaluated and graded before taking the final exam.
- Students may take the final exam once assignments are graded. The final exam may be taken before Parkland's finals week.
- Students may request a grade of Incomplete with the following guidelines:
 - A student must have **extenuating** and unusual circumstances that make completion of a course difficult.
 - 80% of course work must be completed.
 - Course work must be completed by midterm of the next semester.
 - If course work is not completed by midterm, the grade automatically changes to an "F".
 - If a course changes in any way during the semester an Incomplete is being completed, students may be required to complete the updated course requirements.

COMPUTER TECHNOLOGY CENTER

Spring 2019
January 14 to May 14
Classroom D228

Monday and Wednesday: 10 a.m to 7 p.m.
Tuesday and Thursday: 10 a.m. to 3 p.m.
Friday: 10 a.m. to 1 p.m.

- New students must stop by D228 or go to Cobra to get syllabus and directions on how to begin.
- All classes are one credit hour unless otherwise noted.
- Textbooks available for use in D228
- All assignments must be completed by May 9
- Final exams must be completed by May 14.
- Except for CTC 110, work can be completed on campus or online.
- All Microsoft Office classes use Office 2016 on a PC.
- For additional information contact Tammy Kesler at tkesler@parkland.edu or (217) 351-2506.



COMPUTER KEYBOARDING	
Basic Keyboarding Skill Building (2 credit hours)	CTC 130-001U Code required. CTC 135-001U Must be able to type 25 wpm w/ 3 or fewer errors. Code required.
BEGINNING COMPUTERS	
Basic Computer Literacy: Email, Internet, file management, terms	CTC 155-001U Designed for the true beginner.
Computer Basics I: Intro to MS Office	CTC 132-001U
Computer Basics II: Word and PowerPoint	CTC 139-001U Designed for college level computer skills.
Beginning Computers (3 credit hours) College level computer skills: formatting papers, creating charts, preparing PowerPoint presentations	CTC 110 – Campus Class Designed for true beginners. Additional work must be completed in D228.
	CTC 110-201H T/TH 11:00-12:30 in B114 Begins February 4-May 9
PERSONAL INFORMATION MANAGER	
Outlook	CTC 119-001U
GOOGLE APPLICATIONS	
Gmail, GoogleDocs, Blogger, Chrome, Google Maps & more	CTC 157-001U
PUBLISHING	
Microsoft Publisher	CTC 190-001U
OPERATING SYSTEM	
Windows	CTC 193-001U
WORD PROCESSING * CTC 171, CTC 172, CTC 173 and CTC 271 sequence same as CIS 135	
Microsoft Word I	CTC 171-001U
Microsoft Word II	CTC 172-001U
Microsoft Word III	CTC 173-001U
Microsoft Word IV	CTC 271-001U
ADVANCED WORD PROCESSING*	
Microsoft Word	CTC 272-001U (not part of the CIS 135 sequence)
SPREADSHEETS * CTC 174, CTC 175, and CTC 176 sequence same as CIS 134	
Microsoft Excel I	CTC 174-001U
Microsoft Excel II	CTC 175-001U
Microsoft Excel III	CTC 176-001U
DATABASE * CTC 177, CTC 178, and CTC 179 sequence same as CIS 138	
Microsoft Access I	CTC 177-001U
Microsoft Access II	CTC 178-001U
Microsoft Access III	CTC 179-001U
PRESENTATION * CTC 197 and CTC 198 sequence same as CIS 131	
Microsoft PowerPoint I	CTC 197-001U
Microsoft PowerPoint II	CTC 198-001U

* These courses require a SNAP code which is approximately \$135. One code can be used for all designated courses.