

The Computer Technology Center (CTC)

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 with instructor permission. 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.

Introduction to Computers in Business

Program Code: T.OCA.CER

Certificate

Minimum graduation requirement – 6 semester hours

Introduces the student to the computer, providing keyboarding skills, file management, and introduces Microsoft Office, Word, PowerPoint, Outlook, and Google Applications preparing the student for entry to Business Administrative Technology Program or the skills necessary for any college major.

Required Program Courses Cr. Hrs.

CTC 132 Computer Basics	1
CTC 139 Computer Basics II.....	1
CTC 193 Microsoft Windows.....	1
Or CTC 110 Beginning Computers.....	3
And	
CTC 119 Outlook.....	1
CTC 130 Basic Keyboarding.....	1
CTC 157 Google Applications.....	1
Total Semester Credit Hours	6