

COMPUTER TECHNOLOGY CENTER

Spring 2021
January 11 – May 11

Monday through Thursday: 10 a.m. to 2 p.m.
Classroom D228

- 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 06.
- Final exams must be completed by May 11.
- Except for CTC 110, work can be completed on campus or online.
- All Microsoft Office classes use a PC.
- All classes are available for noncredit.
- For additional information contact Leann McPike at lmcpike@parkland.edu

COMPUTER KEYBOARDING	
Basic Keyboarding Keyboarding Skill Building	CTC 130 – Purchased code required. CTC 135 – 2 credit hours - Must be able to type 25 wpm w/ 3 or fewer errors.
BEGINNING COMPUTERS	
Computer Basics **	CTC 132 – Intro to MS Office (requires a SIMnet code)
Computer Basics II **	CTC 139 – Word and PowerPoint designed for college level computer skills. (requires a SIMnet code)
Beginning Computers	CTC 110 – 3 credit hours - Beginning college level computer skills: formatting papers, creating charts, and PowerPoint presentations. Campus class. Additional work to be completed in D228.
PERSONAL INFORMATION MANAGER	
Outlook	CTC 119 - Includes Microsoft Office Specialist (MOS) industry certification exam.
GOOGLE APPLICATIONS	
Google	CTC 157 – Gmail, GoogleDocs, Blogger, Chrome, Google Maps & more
PUBLISHING	
Microsoft Publisher	CTC 190
OPERATING SYSTEM	
Windows	CTC 193 – Windows 10
WORD PROCESSING *	
Microsoft Word I Microsoft Word II Microsoft Word III Microsoft Word IV	CTC 171, CTC 172, CTC 173 and CTC 271 sequence same as CIS 135 CTC 171 CTC 172 CTC 173 CTC 271 - Includes Microsoft Office Specialist (MOS) industry certification exam.
ADVANCED WORD PROCESSING	
Microsoft Word	CTC 272
SPREADSHEETS *	
Microsoft Excel I Microsoft Excel II Microsoft Excel III	CTC 174, CTC 175, and CTC 176 sequence same as CIS 134 CTC 174 CTC 175 CTC 176- Includes Microsoft Office Specialist (MOS) industry certification exam.
DATABASE *	
Microsoft Access I Microsoft Access II Microsoft Access III	CTC 177, CTC 178, and CTC 179 sequence same as CIS 138 CTC 177 CTC 178 CTC 179 - Includes Microsoft Office Specialist (MOS) industry certification exam.
PRESENTATION *	
Microsoft PowerPoint I Microsoft PowerPoint II	CTC 197 and CTC 198 sequence same as CIS 131 CTC 197 CTC 198 - Includes Microsoft Office Specialist (MOS) industry certification exam.

* Requires the purchase of a Cirrus code. See CTC faculty for details.

**CTC 132 and 139 requires a SIMnet code. See CTC faculty or bookstore for details.

Spring
2021

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 14th week of the semester. The CTC classroom is open 4 days a week.

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.
- No more than one unit or chapter per day may be turned in for grading during the final week of the semester.
- All assignments are due before finals week.
- 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.