

## Course Information Form (CIF)

**Course Code:** CTC 110

**Course Title:** Beginning Computers

**Department:** Business/Computer Science and Technologies

**Effective Date:** Summer 2026

**PCS Code:** 1.2 - Occupational/Technical Instruction

**CIP Code:** 52.0407

**Repeatability:** 0

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### Credit Hours

**Catalog Notation:** 3-0-3

**Credit Hour Distribution:**

Lecture: 3

Lab: 0

Clinical: 0

**Total: 3**

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### General Course Information

#### Catalog Description

Introduction to entry level computer operation with emphasis on general understanding of terminology, hardware components, file management, and a general overview of Microsoft Office applications.

#### General Course Objectives

To enable students to acquire and develop a broad understanding of computer components and terminology (overall basic computer literacy), along with basic skills in file management and software applications.

#### Minimum Placement Levels

| English | Reading | Math |
|---------|---------|------|
| None    | None    | None |

#### Prerequisites

None

#### Methods of Evaluation

Weekly in-class exercises, 2 or more hands-on projects for each course segment, 3 unit exams, and 1 final course practical exam.

#### Instructional Materials and Additional Supplies

Content is covered in COBRA.

## Course Content

### General Learning Outcomes (GLOs)

- Creativity and Innovative Thinking: Students will design, present, and interpret materials, information, and ideas in innovative ways.
- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

### Course Segments and Student Learning Outcomes

| Course Segment                 | Learning Outcomes                                                                                                                                                     | Lecture Hours | Lab Hours | Clinical Hours |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|----------------|
| Parkland Online Interface      | 1. Demonstrate how to use Parkland's student interface, manipulate student email, and use course information on COBRA.                                                | 3             | 0         | 0              |
| Internet                       | 1. Demonstrate how to use the start menu, recognize a URL, navigate web pages, and discover information on the web.                                                   | 3             | 0         | 0              |
| Operating System               | 1. Apply the use of icons on the desktop.<br>2. Operate the Start menu.<br>3. Demonstrate the uses of software applications.<br>4. Apply changes to display settings. | 3             | 0         | 0              |
| File Management                | 1. Operate the computer to navigate storage devices, create new folders, and copy, move, and delete files.                                                            | 3             | 0         | 0              |
| Understanding Microsoft Office | 1. Demonstrate use of the Office ribbon and menu, applying its menu-driven features.                                                                                  | 3             | 0         | 0              |
| Using Microsoft Word           | 1. Produce a word processing document that uses the Microsoft menu to operate its many formatting features.                                                           | 15            | 0         | 0              |
| Using Microsoft PowerPoint     | 1. Construct a PowerPoint document which contains a video and image gallery, plus hyperlinks to supporting documents.                                                 | 9             | 0         | 0              |
| Using Microsoft Excel          | 1. Construct a workbook with multiple sheets that use formulas as mathematical functions and text.                                                                    | 6             | 0         | 0              |

#### Total Contact Hours

| Lecture Hours | Lab Hours | Clinical Hours |
|---------------|-----------|----------------|
| 45            | 0         | 0              |