

Course Code: CTC 132

Course Title: Computer Basics

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0407

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Introduction to the basic use of Microsoft Office 365, word processing, spreadsheets, and presentations.

General Course Objectives

To enable students to acquire and develop a basic knowledge of Office 365.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

6 lessons, 6 exams, and 1 final project.

Instructional Materials and Additional Supplies

Microsoft Office 365: In Practice, 2021 Ed., Check with instructor before purchasing. ISBN TBD

Simnet/365 Universal Access Card For Parkland College Nordell, Copyright: 22 9781266286612

Course Content

General Learning Outcomes (GLOs)

- 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
Windows File Management	1. Demonstrate how to use the file menu to create, save, open, and customize files.	2	0	0
Microsoft Word	1. Produce a word processing document that uses the Microsoft menu to operate its many formatting features.	5	0	0
Microsoft Excel	1. Construct a workbook with multiple sheets that use formulas as mathematical functions and text.	4	0	0
Microsoft PowerPoint	1. Construct a PowerPoint document that contains a video and image gallery, plus hyperlinks to supporting documents.	2	0	0
Integrated Capstone Project	1. Create an integrated project that simulates Word, Excel, and PowerPoint.	2	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0