

## ESSENTIAL IT COURSES

- High quality IT training can be expensive, but it doesn't have to be. At under \$750 per course, including books, Essential IT @ PTCC offers a great value for IT skill development training.
- Having foundational knowledge and professional experience allows students to get the maximum benefit from Essential IT courses and contributes to a rich learning environment.



### Introduction to Microsoft

**Requisite experience/education:** High school diploma or equivalent

#### Microsoft Office Basics – 1201

This course covers the fundamentals of Microsoft Windows, including an introduction to basic computer and networking concepts, the Windows desktop and icons, using Web browsers to access the Internet safely, basic Windows utility applications, and managing libraries, folders and files. Students will create and format text documents in Microsoft Word, create spreadsheets and graphs using Microsoft Excel, prepare presentations with Microsoft PowerPoint, and be introduced to relational databases using Microsoft Access.

*Course delivery:* Lecture hours per week 1, Lab hours per week 2      *Offered:* Fall, spring, summer  
*Estimated cost, including course books and labs:* \$550.

### Programming & Web Development

**Requisite experience/education:** Introductory math and writing courses and two years work experience, which includes use of computer in job duties as well as software such as Microsoft Office; or AA, AAS, or AS degree

#### Intro to Programming - 1213

This course provides an introduction to programming computers. Students will be introduced to programming concepts using a general-purpose programming language and will create simple programs with graphical user interfaces. Advanced system programming is explored. Students will create script files to handle administrative tasks in the Windows operating system. This course is ideal for students wishing to explore the computer programming field.

*Course delivery:* Lecture hours per week 2, lab hours per week 2      *Offered:* Fall 2016  
*Estimated cost, including course books and labs:* \$584.

**Requisite experience/education:** Introductory math and writing courses and two years work experience, which includes use of computer, web browsers and search engines in job duties; or AA, AAS, or AS degree

#### Web Development I – 1231

This course is an introduction to the creation of Web pages. Students will learn about HTML, Cascading Style Sheets (CSS), DOM, JavaScript, and Ajax, plus evolving standards and ethics. An emphasis is placed on creating Web sites that are attractive and easy to use. Students will focus on client-side Web pages that can be created without a Web server.

*Course delivery:* Lecture hours per week 2, Lab hours per week 2      *Offered:* Fall 2016  
*Estimated cost, including course books and labs:* \$673.

## ESSENTIAL IT COURSES

### Networking & System Administration

**Requisite experience/education:** Introductory math and writing courses and one year of work experience, which includes use of computer in job duties; or AA, AAS, or AS degree

#### Networking Fundamentals - 1212

In this course students build a basic foundation of knowledge in current networking technology for local area networks (LANs). Students learn basic computer networking terms and concepts such as topologies, transmission media, protocols, network addressing, and basic network design and configuration.

*Course delivery:* In person or online, lecture hours per week 2, Lab hours per week 2      *Offered:* Spring 2017  
*Estimated cost, including course books and labs:* \$643.

#### Workstation Operating Systems - 1209

In this course, students learn to install, configure, administer, and support the current version of Microsoft Windows workstation operating system (OS). Topics covered include: workstation installation, user management and permissions, file system management, and print services. Advanced workstation configuration and connection, troubleshooting, and network support are also covered.

*Course delivery:* In person or online, lecture hours per week 2, Lab hours per week 2      *Offered:* Fall 2016  
*Estimated cost, including course books and labs:* \$675.

### IT Management

**Requisite experience/education:** Introductory math and writing courses and one year of work experience, which includes use of computer in job duties as well as software such as Microsoft Office; or AA, AAS, or AS

#### Project Management - 2258

This course will introduce students to the processes of project planning from the early stages of brainstorming through planning. This includes creating timetables, managing resources, and project implementation; along with the basics of writing project proposals. Students learn to select appropriate project planning techniques and software. During this course students will plan and propose a project appropriate to their fields of study.

*Course delivery:* In person or online, lecture hours per week 3, lab hours per week 0      *Offered:* Spring 2017  
*Estimated cost, including course books and labs:* \$674.

#### Computer Ethics – 2311

This course is a comprehensive study of ethics and personal and organizational ethical decision making in the use of information systems in a global environment. The student will identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values in the workplace.

*Course delivery:* In person or online, lecture hours per week 2, Lab hours per week 2      *Offered:* Fall 2016  
*Estimated cost, including course books and labs:* \$734.