

Comparison of Computer Software Class Offerings

The following one-credit computer software classes are available in three delivery modes: structure, self-paced, and online. They are also offered in self-paced format at many Regional Learning Centers. The same coursework is required in all three delivery modes.

- Windows XP
 - Word, Intro
 - Word, Part 2
 - Excel, Intro
- Excel, Part 2
 - PowerPoint, Intro
 - Access , Intro
 - Access, Part 2
- Outlook
 - Keyboarding
 - FrontPage
- Publisher
 - KB-Speedbuilding 1
 - KB-Speedbuilding 2

	Structured Classroom	Self-Paced	Online
Description	Classes are be offered in 6, 8½ , and 17-week blocks. In this structured delivery format, one instructor facilitates the completion. Learners in the class progress together through the content on the timeline provided by the instructor.	The lab is staffed 50 or more hours each week (including Saturdays) with an instructor to assist Learners. A course packet of assignments is provided for Learners to work individually.	Learners get all assignments by logging on to the course via the Internet, have no classes to attend, and submit assignments via email. Attendance for the final in-person evaluation is required.
Class Entry	Must begin at beginning of semester in which class is offered.	Enrollment is open through Week 10 of each semester.	Can enroll up to three weeks after the start date if class has availability.
Completion	Must complete by final scheduled date of the course. Instructor provides timeline.	Must complete by the end of the semester; projects due one week before end of semester.	Must complete by end of current semester.
Attendance	Required until assignments are up to date per the timeline provided. Due dates for work are scheduled to ensure consistent progress.	Lab attendance needed for evaluation only; instructors are available for assistance with assignments as needed.	None; learners do all work at their preferred locations and submit assignments via email.
Schedule	Instructor sets five due dates to encourage steady progress. Grade is reduced if more than one due date is missed.	Have option to do any or all of work in the lab with instructor assistance. Deadline for all projects and assignments one week before lab closes.	Assignments are completed by logging on to the course via the Internet and sent via email; four due dates for projects and one deadline for all projects and assignments one week before last day of classes. Need to make arrangements for the final in-person on-site evaluation.
Self-Motivation	Medium	High	High