



**TRINITY VALLEY COMMUNITY COLLEGE  
MASTER SYLLABUS**

**Course Title:**

**Current Business Applications**

**Course Prefix and Number:**

**BUSG 1291**

**Department – Division:**

**Business and Computer Science**

**Course Type** – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
2	2	0

**Course Catalog Description**

Selected instruction related to the specific modern needs of business, industry, government, and other institutions. This course is designed to allow flexibility in course content needed to meet the particular instructional needs of the students

**Prerequisites/co requisites**

Consent of the instructor

## Topical Outline

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## Course Learning Outcomes

Learning outcomes/objectives are determined by local occupational need and business and industry trends.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component is considered.

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
X	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

Textbooks and required readings will be determined upon the selection of the course content and specialized study.

**Optional Text(s)**

none

**Material/Technology to be supplied by the student**

- Easy access to reliable Internet connection
- Flash drive (removable USB disk as storage device)

**Course Requirements/Grading System****METHODS OF INSTRUCTION:**

Instruction will be by lecture/demonstration/discussion with emphasis on student teacher interaction and cognitive processes.

**METHODS OF EVALUATION:**

Students will be evaluated by journalizing experiences as well as written testing of facts, theories, principles, and their application related to specialized study.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date