



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Special Topics in Computer and Information Sciences

Course Prefix and Number

ITSC 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

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course is designed to identify and provide knowledge and skills in the latest technological developments in computer software and programming applications. Special emphasis is placed on meeting the needs of business, industry, government, and other institutions.

Prerequisites/co requisites

None

Topical Outline

Topics will address current computer software and programming languages. Business, industry, government and other institutional skills will be emphasized.

Course Learning Outcomes

1. To develop marketable workforce skills.
2. To develop knowledge and proficiency in current computer software.
3. To develop knowledge and proficiency in current programming languages.
4. To meet training needs as set forth by business, industry, government, and other institutions.
5. Learning outcomes/objectives are determined by local business, industry, government and other institutional computer 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. (Select all that apply.)

Mark with an "X"	General Education Outcome
	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.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	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.
	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)

Books and required materials will be selected after topic selection is completed.

Optional Text(s)

None

Material/Technology to be supplied by the student.

Material/technology will be decided jointly between the instructor and the business, industry, government or other institution partner.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: Instruction will consist of lecture and computer demonstrations.

METHODS OF EVALUATION: Course evaluation will consist of written assignments, computer projects and quizzes or tests where deemed appropriate and agreed on by the instructor and the business, industry, government or other institutional partner.

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

Prepared by Jan Osteen	Signature	Date 5/2/2008
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date