



**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

Introduction to Computers

Course Prefix and Number

ITSC 1301

Department – Division

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
3	3	0

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

Course Catalog Description

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Identify the components of a computer system; demonstrate basic understanding of commonly used applications; explain the impact of computers on society; explore computer careers; identify fundamental programming structures; and demonstrate proficiency in basic operating system functions.

Prerequisites/co requisites

None

Topical Outline

To introduce the student to concepts applying to computer history, the internet, web and e-mail basics, computer hardware and software, file management, virus protection and LAN technology, databases and the concepts of computer programming. Upon successful completion of this course, the student should have knowledge of the above computer concepts and their usage in business.

Course Learning Outcomes

The student will acquire an understanding of the following course learning outcomes:

- Computer, Internet, Web And E-Mail Basics
- Computer Hardware
 - Data representation and digital electronics
 - Microprocessors and memory
 - Storage devices
 - Input and output devices
- Computer Software
 - Software basics
 - Personal computer operating systems
 - Application software
 - How to install software and why software is copyrighted
- File Management, Virus Protection And Backup
 - The basics of file management
 - What a computer virus is
 - How to backup data
- Internet and LAN Technology
 - What a local area network is
 - How packets are tracked

COURSE LEARNING OUTCOMES CONTINUED

- How to access the internet
- **Web pages, Web sites, and E-commerce**
 - Basic web page authoring
 - What web page extensions, scripts and programs are
 - What e-commerce is
- **Digital Media**
 - How to work with bitmap graphics
 - What vector and 3-D graphics are
 - What a desktop video is
 - What digital sound is
- **The Computer Industry: History, Products, And Careers**
 - The history of computers and how they evolved
 - The computer industry and IT industry
 - Careers for computer professionals
- **Information Systems Analysis and Design**
 - What information systems are
 - What systems analysis is
 - How to design a system
 - How to implement and maintain a computer system
- **Databases**
 - File and database concepts
 - What a data management tool is
 - How to design a database
- **Computer Programming**
 - The basics of programming
 - What procedural programming is
 - What object-oriented programming is
 - What declarative programming is
- **Concepts That Go Beyond Desktop Computing**
 - Large-scale computing
 - Enterprise and high-performance architecture
 - What hierarchical storage management is

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.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

The current edition of the textbook from the bookstore.

Optional Text(s)

None

Material/Technology to be supplied by the student.

If the student is taking this course as an Internet course, then the student is responsible for having access to the Internet.

The student will need a storage media to save laboratory assignments and practice exams on.

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.

GRADING SYSTEM:

The student’s grade will be determined by performance on quizzes, unit tests, laboratory assignments and a final. The class instructor prepares the individual grade criteria with respect to the departmental syllabus.

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