

# COLLEGE TECH PREP COURSE SYLLABUS LANGUAGE

## Computer Information & Computer Science Technology

3/2007

To receive approval to offer a *College Tech Prep* articulated course(s), high school instructors are required to submit to the college designee an appropriate course syllabi which includes the following information:

**Heading:** to include this information

High School Name

Teacher Name

High School Course Title\*\*

Year Course Being Taught

Length of Course (1 semester; 2 semester sequence; trimester, etc.)

Course Hours: 1 semester = 90 hrs/.5 credit or 1 semester = 180 hrs/1 credit, etc.

\*\*make sure the high school course title is listed exactly as stated in your course catalog!

**Course Description:** to include overview of course - purpose, content, etc.

**Tech Prep Designation:** Identify appropriate college (BTC and/or WCC) for course articulation, the college course title, course code number and credit equivalent. ONLY list those college courses for which you can realistically cover the course content and teach to the appropriate industry skill standard during the designated time frame for the high school course. *Please check the college course catalog or the latest articulation agreement for correct college course titles and course code numbers.* **For example:**

For Programming: This course is *College Tech Prep* approved and articulated with Bellingham Technical College's *Introduction to Programming* and Whatcom Community College's *Introduction to Computer Science* courses. During the two semester sequence, students will cover the content and skill standards included in the following college courses:

IT 121 Introduction to Programming (90 hours / 5 credits)

CS 101 Introduction to Computer Science (5 credits)

For Computer Network Technology: This course is *College Tech Prep* approved and articulated with Bellingham Technical and Whatcom Community College's *Computer Information Technology* program. During the first semester, students will begin to cover the content and skill standards included in the following BTC & WCC courses: (*list only those that apply for your school*)

BTC: IT 112 A+ Certification - Hardware (153 hours/10 credits)

WCC: CIS 206 Computer Support I (5 credits)

During the second semester students will continue practicing skills and competencies related to IT 112 and CIS 206. Students who are ready, may begin work on the skill standards for:

BTC: IT 141 A+ Certification - Operating Systems I (153 hours/10 credits)

WCC: CIS 105 Computer Operating Systems I (5 credits)

**Proficiency Standard Designation:** all course syllabi must include a very clear statement about eligibility requirements for receiving college credits for the course. Indicate how many high school semesters students will need to complete to cover the college course content. Indicate how/when students will demonstrate the competency level needed to achieve college credits. Please include this statement or one using similar terminology:

Students who demonstrate proficiency of the identified BTC/WCC course competencies (skill standards) with a 'B' or better grade, *may* earn college credit through the *College Tech Prep* application process. The Competency Profile for each college course is attached to this syllabus. To

gain college credit, students must complete all of the competencies listed for each course (B grade level). It will take most students two high school semesters to demonstrate competency. During the semester most of the competencies will be covered in class...some may require additional independent work by the student.

**TEACHER NOTE:** if appropriate to your course structure, some students may choose to continue work on their college competencies during the second or third semester of your program and then complete the articulation process at the end of the school year (ie: students who register for year long course).

**Course Topics:** list of topics to be covered during the course.

**Course Competencies:** syllabus should include a list of the specific course objectives or competencies that align the high school course with the college course. Competencies would be those agreed to between high school and college instructors; students would need to achieve these competencies to earn articulated college credits. You may choose to refer students to the *College Tech Prep Competency Profile* attached to the high school syllabus or just list the college competencies within the body of your course syllabus.

**Textbook Used:** provide the name of the textbook, author, publisher and edition year.

**Other Course Information:** include other course information as required by your high school course syllabi standards.

**Submission Requirements:** High school and college faculty will meet to establish minimum acceptable core competencies and level of achievement necessary before articulation can be completed. Once agreement is reached high school and college instructors will sign the formal articulation agreement. Instructors agree to follow the agreement procedures and provisions for the awarding of credits.

- ❖ Articulated courses will be reviewed annually by the college and high school instructors regarding success/failure to meet articulation provisions. If necessary, the original agreement may be edited to meet new industry standards as they emerge.
- ❖ Teachers will submit annually an updated Tech Prep Course Verification form (by June 15). Form requires teacher and principal or CTE director signature. Form is attached to front of course syllabus.
- ❖ An updated syllabus will be submitted each spring quarter (no later than June 30) for the College Tech Prep course(s) that you intend to offer the next school year. Submit revised course syllabus to L. Cowan for review. Linda will submit syllabus to the college Dean and appropriate program instructors. College program instructors will keep the syllabus on file as documentation of your course requirements for articulation purposes.
- ❖ High school instructors agree to follow the college's assessment guidelines before awarding students college credits. Instructors will use the *on-line* Tech Prep Registration system for registering students and for posting final Tech Prep grades.
- ❖ A list of approved programs/instructors will be mailed to each high school annually (copies to instructors, registrars, counselors and principals). You can also check the Whatcom County On-Line Tech Prep Registration system for an updated list of articulated courses available at your school.  
<http://whatcomtechprep.org>