

**MARKETABLE SKILL AWARD IN INFORMATION SYSTEMS  
 AWARD OF COMPUTER INFORMATION SYSTEMS  
 McLENNAN COMMUNITY COLLEGE**

Student's Last Name	First Name	MI	ID. Number	Date

Course	Grade
ITSW 1307 – Introduction to Database	
IMED 1316 - Web Design I	
COSC 1336 - Programming Fundamentals I	
ITSW 1304 – Introduction to Spreadsheets OR ITSE 2309 – SQL Programming OR ITSY 1342 – Information Security OR ITSC 1315 – Project Management	

Request for Processing

In order to receive a Marketable Skills Record, the following requirements must be met:

1. You must make a grade of C or higher in each course.
2. You must provide an unofficial transcript with the appropriate courses highlighted with this request form.
3. You must submit a Request for Processing form to Dorothy Johnson in AS 218 for processing.

Your Marketable Skills Record certificate will include your course grade and the job competencies in the courses taken.

\_\_\_\_\_  
 ADVISOR'S SIGNATURE

\_\_\_\_\_  
 STUDENT'S SIGNATURE  
 (As you want it to appear on certificate.)

DATE

Remarks: \_\_\_\_\_

## MARKETABLE SKILL RECORD

### Course Description

This Marketable Skill enhances the technical skills of student from non-technical backgrounds to work in today's marketplace. Course offerings include:

- COSC 1336**    **Programming Fundamentals I (replaces COSC 1309)**  
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Semester Hours 3
- IMED 1316**    **Web Design I**  
Introduces Internet web page design and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. **Students should be proficient with Windows functions, mousing and keyboarding skills.** Corequisite: ITNW 1337. Semester Hours: 3 (2 lec/2 lab).
- ITSC 1315**    **Project Management Software**  
**Teaches project management software for the examination of concepts including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Students will learn how to use project management software to design, develop, and manage a project; organize and evaluate project phases; produce and analyze reports and charts; distinguish task relationships; and demonstrate teamwork. Semester Hours 3 (2 lec/2 lab)**
- ITSE 2309**    **Introduction to Database (SQL) Programming**  
Covers application development using database programming techniques emphasizing database structures, modeling, and database access. Students develop database applications using a structured query language; create queries and reports from database tables; and create appropriate documentation. Prerequisite: **COSC 1336**. Semester Hours 3 (2 lec/2 lab)
- ITSW 1304**    **Introduction to Spreadsheets**  
Introduces the concepts, procedures and importance of electronic spreadsheets. Students will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features and generate charts, graphs and reports. Semester Hours 3 (2 lec/2 lab)
- ITSW 1307**    **Introduction to Database**  
Introduces database theory and the practical applications of a database. Students will identify database terminology and concepts, plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. Semester Hours 3 (2 lec/2 lab)
- ITSY 1342**    **Information Technology Security**  
Instructs on security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Students will learn to ensure the physical security of file servers and other network components using best practices; develop backup procedures to provide for data security; use network operating system features to implement network security; describe the nature of computer viruses, their methods of spreading, and means of protecting networks from viruses; use relevant tools to provide for network security; and use encryption techniques to protect network data. Prerequisite: ITSC 1305 or experience with computers. Semester Hours 3 (2 lec/2 lab).