

Inver Hills Community College

ITC 2100: IT Career Success Skills and Strategies

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Prepares information technology (IT) students to enter the IT job market or successfully transition into a new career in the IT field. Students will learn effective IT job search skills as well as strategies that will serve to enhance their IT careers once they have obtained employment.

B. COURSE EFFECTIVE DATES: 08/26/2013 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Creating an IT e-folio: 15%
2. Effective communication in the IT workplace: 10%
3. Effective time management: 10%
4. IT Job expectations: 10%
5. IT Personal skills inventory: 5%
6. Job search preparation: 10%
7. Job search resources/career networking: 5%
8. Professional development/IT certification: 5%
9. Succeeding at the IT interview: 15%
10. Technology: 5%
11. Writing an effective IT resume and cover letter: 10%

D. LEARNING OUTCOMES (General)

1. Identify technical and non-technical skills
2. Explain the importance of career networking
3. Respond to common interview techniques
4. Describe various communication styles and identify their own
5. Create an online I.T. e-folio
6. Explain why continued professional development and I.T. re-certification is necessary
7. Describe effective time management techniques
8. Demonstrate the soft skills needed for effective IT relationships
9. Create an effective IT resume and cover letter

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted