Course Prefix and Number: CTEC 107   **Credit Hours:** 3-3-0

Course Title: Skills for Information Technology (IT) Success

Course Prerequisites: None

Textbook(s): Sean Covey. 7 Habits of Highly Effective Teens. Simon and Schuster. ISBN: 9781476764665

Course Description: This course is designed to help students examine and develop employability soft skills that are essential for success in the Information Technology (IT) field. Students will explore topics such as communication, listening, teamwork, professional presence, personal responsibility, problem-solving, decision-making, and career planning.

Learning Outcomes:
At the end of this course, the student will:
   A. present themselves professionally;
   B. communicate more effectively;
   C. solve problems; and
   D. work in a team.

To achieve the learning outcomes, the student will or will be able to:
(The letter designations at the end of each statement refer to the learning outcome(s).)
   1. discuss professionalism; (A)
   2. demonstrate basic business social skills; (A)
   3. perform a professional presentation; (B)
   4. compose a professionally written email; (B)
   5. explain problem-solving and decision making skills; (C)
   6. develop problem solutions; (C)
   7. define a team; (D) and
   8. identify team-building skills. (D)

Course Requirements:
   • Achieve a course average of 70% or above.
   • Each student is expected to attend classes regularly; excessive absences constitute grounds for suspension (refer to the student handbook for attendance policies).
   • Students must have access to a Windows computer, Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Course Grading Scale:
- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 – 59

Attendance Policy:
Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for Attendance Policy.

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

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