

Bossier Parish Community College
Master Syllabus

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:

- 1. Achieve a course average of 70% or above.
- 2. Each student is expected to attend classes regularly; excessive absences constitute grounds for suspension (refer to the student handbook for attendance policies).
- 3. Students must have access to a Windows computer, Microsoft Office 2016, 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: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

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.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.