



COURSE CODE:

Instructor:

Telephone:

E-Mail:

Office Hours:

Start Date:

Completion Date:

Days and Times:

Class Location:

Prerequisites:

Course Contact Hours: 4

Course Length: 4 hrs

Lecture: 4 hrs

Laboratory: 0

E-Module: Questions Only

Course Description

SYLLABUS

A Student Guide: IT Professionals

Strategic planning is facing unprecedented challenges in today's fast-changing world. When it comes to college planning, it may seem like there are a million things to think about. This class will focus on industry focused step-by-step tips in Information Technology. Exploration of colleges and universities nationwide.

Student Required Resources

Email Account

E-Modules

Textbook

Student Handbook

Material

Desktop Computer

Laptop Computer

Desktop Software (Windows 7 & Microsoft Office)

COURSE OUTLINE

Lecture Topic	In-Class Activity/Lab Assignment	Out-Class Activity/Discussion Board/ E-Module/Homework
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Objectives:

- Outline career selection process
- Help students find money for college
- Ensure student select college that fit their personal needs
- Students will learn how to navigate scholarship and financial sites
- Provide students tools they need to navigation college admission (Student Aid Report, college calculator, admissions essay)

Topics:

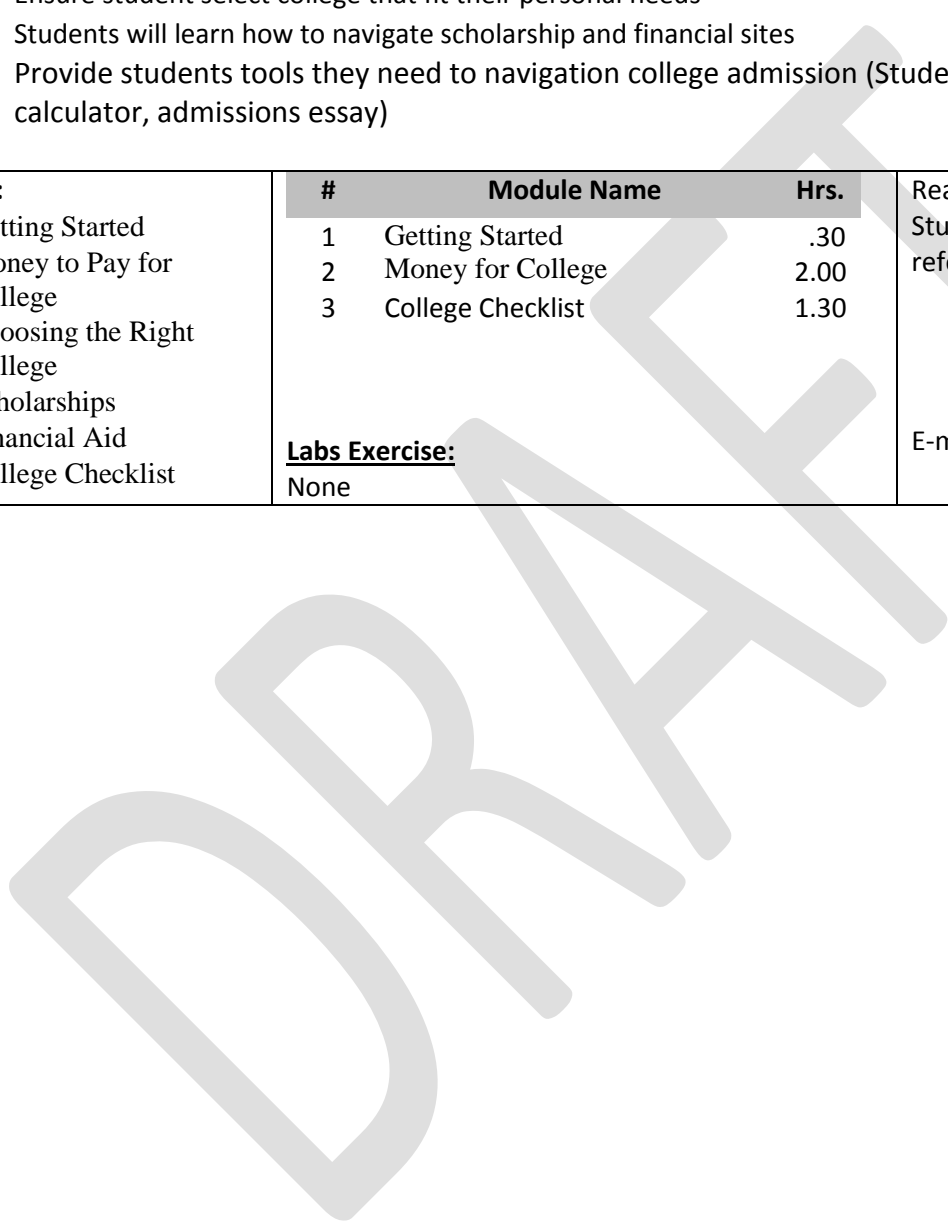
- Getting Started
- Money to Pay for College
- Choosing the Right College
- Scholarships
- Financial Aid
- College Checklist

#	Module Name	Hrs.
1	Getting Started	.30
2	Money for College	2.00
3	College Checklist	1.30

Labs Exercise:
None

Read Chapter :
Student handbook and
reference materials

E-module: None



Grade Point Value

Grade	Percentage	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78 to 79	2.5
C	73 to 77	2.3
C-	70 to 72	2.0
Fail	69 or below	0.0

Methods of Evaluation

Lab Assignments	0%
E-Modules	10%
Class Participation	<u>90%</u> 100%

Teaching Strategies:

Lecture/Discussion/Demonstration/Q & A's
Lab Activities
Point References
E-Module Assignments

Homework/Out of Class Time Summary

Reading: 0 Hours per week
E-Modules: 10 minutes
Test Preparation: 0 Hours per week

Classroom Policy

Our goal is to build a respectful learning and work environment that allows for positive communication and teamwork. To promote this all students must abide by academic policies related to attendance, behavior and professional conduct as published in the current institutional catalog

The course syllabus is a general plan for the course; deviations may be necessary and will be announced.