10/21/2022 DATE

☑ REQUIRED COURSE
☐ ELECTIVE COURSE

Business DIVISION

☐ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CIS-074	TITLE: *(30 Characters Max)*	IT Seminar

SEM CR HRS:	1	Lecture:	1	Lab:	0	1	ECH:	1

Course Level:	☐ Gen Ed / IAI ☐ Baccalaureate /Non-IAI	☑ Career/Technical ☐ Dev Ed/ Not in Degree Audit	Clinical Practicum:	0	Work-based Learning	0	WBL ECH:	0

COURSE PCS #	12 - 52. 9999	IAI Code				Contact Hours Per Week		
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	50	8 Wks	100

Prerequisites:	Completion of internship or concurrent enrollment
Catalog Description: (40 Word Limit)	Places emphasis on the student's on-the-job experiences. Job related aptitude tests as well as job hunting techniques are discussed.

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Job Searching Techniques	5			
Aptitude Testing	5			
Computer Information Systems Field Project Discussion	5			
TOTAL	15	0	0	0

EVALUTION

QUIZZES ☐	EXAMS ☑	ORAL PRES ☑	PAPERS ☐
LAB WORK ☐	PROJECTS ☐	COMP FINAL ☐	OTHER ☐

COURSE MATERIALS

TITLE:	Ace the IT Interview	
AUTHOR:	Moreira	
PUBLISHER:	McGraw Hill	
VOLUME/EDITION/URL:		
COPYRIGHT DATE:	2007	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Job Searching Techniques	5	1. Discuss interviewing techniques and how to prepare for a job interview. 2. Prepare a résumé that could be used for a job search. 3. Explain how to use the Planning and Placement Office.
Aptitude Testing	5	1. Discuss the different types of aptitude tests that might be used. 2. Explain how to take an aptitude exam by taking a three-part exam.
Computer Information Systems Field Project Discussion	5	1. Present a 10-minute talk about your field project experience.
Insert New Line Above this Line		
	15	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	• Create a résumé and cover letter.
	• Understand Microsoft Project and Visio and apply them to real world projects.
	• Understand the basics of project management.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.