

IT Professions

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Introduction and Procedures

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This topic area will demonstrate competency in skills needed to achieve IT academic and career goals such as listening, locating resources, research, and other IT topics.

A student must achieve a minimum of 80% of the total points allowed for this competency.

Completion of the following tasks are required:

1. **IT Professions Assessment Activity #1** (An assessment using tasks and quizzes to demonstrate competency in the related topic.)
2. **IT Professions Assessment Activity #2** (An assessment using tasks and quizzes to demonstrate competency in the related topic.)
3. **IT Professions Assessment Activity #3** (An assessment using tasks and quizzes to demonstrate competency in the related topic.)
4. **IT Professions Assessment Activity #4** (An assessment using tasks and quizzes to demonstrate competency in the related topic.)
5. **IT Professions Assessment Activity #5** (An assessment using tasks and quizzes to demonstrate competency in the related topic.)
6. **IT Professions Assessment Activity #6** (An assessment using tasks and quizzes to demonstrate competency in the related topic.)
7. **IT Professions Competency Assessment Final** (An assessment using multiple choice questions to ascertain module competency. Students have two chances to take it and must achieve 80% score.)

Furthermore, in order to assist the student, Digital resources are provided as learning tools to enhance the student's knowledge as preparation for accomplishing any of these tasks.



Required Competencies to Achieve

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The following are the competency for this learning module

- Career Exploration and Development –Provides students with an overview of career options
- College Resources-Provides students with an overview of general college resources including: SIS, Instructional Technology, College Catalog, Library Resources and Student Services
- College Policies – Provides students with an overview of important college policies as outlined in the Student Handbook
- Academic Planning- Provides students with information related to academic programs and how they can achieve their academic goals
- Academic Skills-Provides students with an overview of information related to optimal academic performance
- Life Management- Provides information on how to manage various aspects of their lives
- Social/Interpersonal- Provides information on how to effectively interact with others
- Wellness- Provides information on how to maintain a healthy lifestyle



Digital Learning Resources

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These learning resources will help you learn areas of Web Page Design.

This folder contains digital learning resources that cover the competency areas.

- It is recommended that the learner review this information prior to taking the two assessments.
- If a score of at least 80% is not earned on both assessments and the addressing assignment, the learner should review this material before attempting the assessment again



Important Information to Review Prior to Tasks Performance

Course Documents, Accessibility Information, etc.



IT Professions Assessment Activity #1: Listening and Taking Notes

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In this unit, you'll review and practice reading, listening, and note taking skills. Reading will be an essential part of your college journey. Many students entering college have no idea how much reading is in store for them. With this being said, how can a person read in an organized manner, take effective notes and determine what is important and not?

Note taking and listening skills go hand-in-hand in a majority of learning environments. Without these skills, the amount and accuracy of information you retain may be hindered. Establishing good and effective note taking and listening skills can assist you in becoming a successful student.

After completing this unit, students will:

- Identify strategies for note taking and managing reading.
- Demonstrate preferred methods of note taking.

- ▼ K2W Information Systems Technology AAS Template (LF298.InfoSystemsTech.Template.K2W)
 - Program Information
 - K2W Support Team
 - IT Professions
 - Web Page Design
 - Database Fundamentals
 - Network Concepts
 - Principles of IS
 - Microcomputer OS
 - Software Design
 - Systems Analysis
 - Weekly Interaction
 - Competency Progress
 - K2W Website
 - LFCC Help & Support
 - Library Help

- Course Management**
- ▼ Control Panel
 - ▶ My Files
 - ▶ Course Tools
 - ▶ Evaluation
 - ▶ Grade Center
 - ▶ Users and Groups
 - ▶ Customization
 - ▶ Packages and Utilities
 - ▶ Help

Quick Unenroll

- Determine optimal time, place, and settings for reading.
- Become familiar with and critique the IST and Cybersecurity Web sites at LFCC.

Unit Summary

	Assignment	Point Value
Reading	Chapter 4 Listening, Taking Notes, and Remembering Chapter 5 Reading to Learn	
Video	Active Listening	
Assignment	IST and Cybersecurity Web Site Reviews	10

Open the [IT Professions Assessment Activity #1](#) folder to get started.



IT Professions Assessment Activity #2: Studying for Tests

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Tests are a necessary part of the college experience. Learning studying and test taking strategies will be a vital part of improving your grade and academic success.

During your academic career, you will encounter a variety of tests; thus, your test taking strategy should vary. For example, if you take a multiple-choice exam your strategy will be different than if you were to take an essay test.

Students often get in the bad habit of reading the assigned text once and then revisiting the notes the night before the test. Students may burn the midnight oil by reviewing all the information they learned thus far for a mid-term, or the cumulative information of an entire semester for a final (aka: cramming). By creating ongoing, reflective, well-planned study habits now; you will find preparing for a test has become much easier.

Do you experience test anxiety? This is a common occurrence for most college students, but there are strategies to conquer it; such as being prepared, avoid cramming, creating practice tests, getting proper rest the night before an exam, etc.

During this unit, students will:

- Identify strategies for test taking and overcoming test anxiety.
- Apply strategies in a test-taking situation.
- Determine optimal time, place, and settings for studying.
- Become a member of the IST Advising Blackboard Organization.

Unit Summary

	Assignment	Point Value
Video	Test Anxiety and Test Taking Strategies	
Reading	Chapter 6 Preparing For and Taking Tests Study Guide Website	
Quiz	Studying and Taking Tests	10
Assignment	IST Advising Blackboard Organization	5

Open the [IT Professions Assessment Activity #2](#) folder to get started.



IT Professions Assessment Activity #3: Student Wellness and Health



Part of success in college is making sure that you are taking care of yourself. In this week-long unit, we will discuss the various aspects of living a healthy lifestyle which can positively or negatively affect your successes. Some factors to consider in living a healthy lifestyle are: diet, exercise, sleep, illness, stress, and mental health, among the many.

As a college student, you may face numerous challenges to your mental and physical health, that may have long-term affects which can continue on past your undergraduate years. "I advise students to maintain a balance," says Assistant Vice President for Student Wellness at the University of Nevada. "Your health is more than the physical condition of your body. There are multiple aspects of wellness to consider... When one area gets out of balance, it usually affects the other aspects of your life, whether you realize it or not" (Lauren Calhoun Roberts, "[9 Ways Going to College Affects Your Health](#)").

Knowing yourself is the best way to get started.

There are three (3) identified objectives (modules) under Health and Wellness. After completing this core content area, the student will:

1. Utilize the Haven program to build and enhance their understanding of sexual assault,
2. Comprehend the various areas that factor into living a balanced life, and
3. Become familiar with the online resource Student Health 101.

	Assignment	Point Value
Reading	"9 Ways Going to College Affects Your Health"	
Video	Wellness Wheel: 6 Dimensions of Wellness	
Activity	Wellness Wheel	
Journal	Your Wellness - A Wellness Wheel Reflection	10

Reflection		
Assignment	Student Health 101	5

Open the [IT Professions Assessment Activity #3](#) folder to get started.



IT Professions Assessment Activity #4: Diversity and Involvement

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The e-book discusses many types of diversity and how understanding it allows for a greater appreciation of one another's opinions, values and actions. Some of the different kinds of diversity include race, ethnicity, culture, and religion; politics; gender and sexual orientation; age or generation; personality types and learning styles; and extra-curricular activities.

After completing this module, the student will be able to:

- Articulate ways individuals are diverse.
- Explain how diversity impacts society.
- Reflect on the impact Student Life can have on our College experience.
- Relate ethical and other issues as they relate to a person in the IT career path.

	Assignment	Point Value
Reading	Chapter 9, section 9.2 Living with Diversity	
Video	Joel Burns- It Get's Better	
Reflection Paper	Joel Burns- It Get's Better	10
Issue Paper	Issue Paper on IT ethical issues	5

Open the [IT Professions Assessment Activity #4](#) folder to get started.



IT Professions Assessment Activity #5: Careers



Why should you be concerned about what you will be doing after you graduate or transfer from LFCC or any college? The answer is simple: Although it may seem as if it will be an eternity before you complete your education, the time will go by quickly. If you have one eye on the future and what you want to do after college, you can make wiser choices while you are here. Therefore, it is a good idea to take some time to envision what life after college will be like for you.

There are four (4) identified objectives under Career Planning but, since you are taking this module at LFCC, the questions/content are geared towards that institution. After completing this core content area, the student will:

1. Introduction to the Virginia Education Wizard and the Skills, Values, and Interests Assessments, (Although this is skewed to Virginia, the information and process will provided value to your personal academic planning.)
2. Understand the critical components of an effective resume
3. Review how to effectively present yourself in an interview
4. Learn about the career resources you have as an LFCC student. (Again skewed to LFCC but there are similar resources in your area.)
5. Develop a resume.

	Assignment	Point Value
Review	The Virginia Education Wizard and LFCC Career Resources	
Videos	How to write a great resume How to write an effective resume Examples of a good resume Effective Interviewing	
Assignment	Resume Assignment	15
Journal	Career Planning Journal	10

Open the [IT Professions Assessment Activity #5](#) folder to get started.



At the end of this module (again, geared to LFCC), the student will:

- Gather important information related to academic programs and given the tools needed to achieve their academic goals
- Become familiar with MYLFCC Academic Planner
- Be encouraged to meet with an academic advisor

	Assignment	Point Value
Read	How to Prepare for Advising	
Video	Advising	
Journal	Advising Reflection	10

Open the [IT Professions Assessment #6](#) folder to get started.



IT Professions Competency Assessment Final

Comprehensive overview of the course. Max 20 points

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