

# Career Readiness Certificate

## Information Technology CIS 1017

The IT Career Readiness Certificate program at WCC offers the opportunity to explore the IT Industry while practicing relevant basic employment skills through a series of 3 specially designed modules. The course is conducted in blended format, with one weekly on-campus meeting and the balance of instruction and activities online.

### Module 1: An Orientation to Online Learning

Develop your online learning skills with this orientation to Web-based instruction. You'll learn how to use the Blackboard Learning Management System by using it for this blended course, including logging in, navigation, online quizzes, and communication tools. Basic computer literacy topics will also be reinforced.

This course starts with an in-person meeting Monday, October 20, 7-9 pm, at the Harriet Street Center in Ypsilanti. There are 2 synchronous online meetings, dates and times TBD, during the course.

### Module 2: Is IT for Me?

Explore the multi-faceted field of Information Technology – what jobs are in demand and what skills are needed to succeed in the industry? You'll research market demand along with training and internship opportunities so that you can match your skills and potential to a viable career path in IT. Class meets at the Harriet Street Center, Monday, October 27, 7-9 pm and online, date and time TBD, during the course. The balance of activities are done asynchronously online.

### Module 3: Non-technical but Necessary Skills for IT

IT employers agree: To be successful in the industry, you must not only have the technical skills required, you must also be able to communicate effectively, collaborate within a team setting, manage change and adapt in an ever-changing environment, solve problems in a logical and systematic manner, act ethically and respectfully, and build connections both inside and outside of your organization. Develop these important 'soft skills' as part of a real-world team project that will give an authentic edge with your future employers. Class meets at the Harriet Street Center 3 Mondays, November 3, 10 and November 17, 7-9 pm and online, dates and times TBD, during the module. Assignments for this module are due November 23. A required team presentation will held Wednesday or Thursday, November 20, 7-9 pm at the Harriet Street Center.

Entry to this class is via referral from IGNITE Grant Advisor, after scoring at least 4 in Math, Reading and Locating Information on the WorkKeys Assessment and successfully completing an aptitude activity to promote a positive experience in CIS 1017.

Candidates start by taking the WorkKeys National Career Readiness assessment and may then progress to IC3 certification assessment.

**The Career Readiness Certificate is offered as part of IGNITE Michigan at WCC**  
<http://www.wccnet.edu/ignite/>

**This program is open to qualified candidates seeking to gain job readiness skills identified by employers in the IT field. If you are unemployed or underemployed, you may qualify for this program.**

### Class meets at the

Harriet Street Center  
5 Mondays,  
October 6 – November 3,  
7-9 pm;

### Final Project Presentation

TBD – November 5 or 6.

**The Career Readiness Certificate can articulate to one of the following WCC IT Professional Tracks:**

- Microsoft Technology Associate-Infrastructure (MTA) Certification
- LINUX/UNIX Systems I Certificate
- Programming in Java Advanced Certificate

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