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**COMM 3700****Professional Practices for IT III****Course Weight:** 30.00**Course Description**

This course develops the skills, attitudes, processes and habits required to successfully prepare for a variety of interview scenarios and the associated presentation techniques. Emphasis is on the development of a professional portfolio and the part that personal marketing plays in gaining successful, relevant employment. The course will also continue to build professional habits, methodologies and strategies to help graduates remain current and relevant in an ever evolving profession.

**Rationale**

Interpersonal skills, communication skills and critical thinking skills have been identified by industry as crucial to the success of both the employer and employee. In addition, developing the habit for continuous professional improvement will increase employment opportunities and build a professional portfolio.

**Prerequisite(s):**

COMM 2700 (Professional Practices for IT II)

**Corequisite(s):**

None

**Learning Outcomes**

Learners are required to successfully complete each course outcome. In keeping with NSCC's approach to portfolio learning, learners will have demonstrated the ability to:

1. Apply personal branding and marketing techniques in relation to employability.
2. Develop a professional portfolio focused on the IT industry, personal strengths and abilities, to aid in career development.
3. Prepare for employment interviews that reflect industry standard.
4. Present information orally in a clear and concise format to peers, colleagues or potential employers.

**Grading**

The pass for this course is 60%.

**Required Supplies**

See instructor for details.

**Other Course Notes**

It is the responsibility of the student to review and understand all Nova Scotia Community College policies, most specifically the Student Code of Conduct, Academic Integrity, Student Appeals, Use of Copyright Materials, and Academic Accommodation policies.

Policies directly applicable to students are referenced in the student handbook. The policies and procedures can be found on the College website: [http://nsc.ca/current\\_students](http://nsc.ca/current_students)

If you have questions about policies and/or procedures, you are encouraged to ask Faculty, your Academic Chair or Staff at Student Services.

**Workplan**

A workplan for this course is attached and will be reviewed by your faculty member (s) within the first week of class study.