
COMM 4700**Professional Practices for IT IV****Course Weight:** 30.00**Course Description**

This course is the final in a suite of four, and as such provides learners with the skills and knowledge to curate a personal, professional portfolio in readiness for employment in the IT industry. Learners will also regularly practice and prepare for numerous interview situations and scenarios by honing the skills and techniques previously acquired. New, essential competencies are introduced focused on diversity and inclusiveness in the workplace and the challenges surrounding ethical decision making processes.

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 3700 (Professional Practices for IT III)

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. Curate a professional portfolio to demonstrate relevancy in the IT industry.
2. Practice flexible interview styles and techniques that support a variety of situations and presentation platforms.
3. Value the benefits of an inclusive workplace.
4. Examine ethical issues surrounding the work place environment incorporating various factors affecting decision making.

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

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.

