EASTERN ARIZONA COLLEGE
Working in Technology
Course Design
2019-2020

Course Information

Division	Business
Course Number	CMP 100
Title	Working in Technology
Credits	3
Developed by	James McBride
Lecture/Lab Ratio	3 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Elective Credit	Elective Credit	Non Transferable

Activity Course	No
CIP Code	11.0100
Assessment Mode	Final Exam (35 Questions/100 Points)
Semester Taught	Fall
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Educational Value

This is a required course for students seeking computer degrees. It presents the student with an overall view of computing technology and careers available in today's industry.

Description

Students will explore different areas of Information Systems/Technology in an effort to choose the right career path right for them. Students will explore educational and career options and evaluate which will best suit their needs. Emphasis is placed on creating a career and education plan to provide a clear path to success. Further, this course explores what technology is, what influences the acceptance of technology, and various skills needed to succeed in the field of Information Systems/Technology.

Supplies

None

Competencies and Performance Standards

1.   Research a variety of current jobs in IS/IT and choose a career goal.

   Learning objectives

   What you will learn as you master the competency:

   a.   Identify how to create and execute a job search plan.

   b.   Research requirements and salaries of various jobs relating to the IS/IT field.

   c.   Assemble correct interviewing concepts and skills.

   d.   Summarize the importance of networking.

   Performance Standards

   Competence will be demonstrated:

   o   by completion of assignments related to the material

   o   by successful completion of quiz

   o   by successful completion of final exam

   o   by successful completion of written works evaluating in class presenters working in the computing field

   Criteria - Performance will be satisfactory when:

   o   learner identifies various jobs

   o   learner completes assignments identifying various jobs in the IS/IT field

   o   learner creates a career plan of action for being hired

   o   learner contrasts the important concepts of the educational value in obtaining employment and builds an educational career plan

   o   learner writes a summary of each in-class presenter, evaluating the presenter's responsibilities and job duties

2.   Classify personal qualities that make an individual successful in their job.

   Learning objectives

   What you will learn as you master the competency:

   a.   Identify traits and skills that lead to success in work.

   b.   Analyze what will make an individual successful in their job.

   Performance Standards

   Competence will be demonstrated:

   o   by completion of assignments related to the material

   o   by successful completion of quiz

   o   by successful completion of final exam

   Criteria - Performance will be satisfactory when:

   o   learner categorizes traits and skills

   o   learner completes assignments analyzing traits and skills needed for career success

3.   Find success in education and create an educational plan.

   Learning objectives

   What you will learn as you master the competency:

   a.   Decide on the "whats and whys" of education and how to be successful as a student.

b.   Describe the traits and skills that provide success in education.

Performance Standards

Competence will be demonstrated:

o   by completion of assignments related to the material

o   by successful completion of quiz

o   by successful completion of final exam

Criteria - Performance will be satisfactory when:

o   learner identifies traits and skills that provide success in education

o   learner completes assignments and test identifying traits and skills for success in education

o   learner completes assignments evaluating educational options that lead to employment in the student's desired career path

o   learner prepares a course sequence for their education while at EAC

o   learner researches five educational institutions

o   learner evaluates the benefits of each institution, traditional or online, and chooses no more than three as potential educational options

o   learner expresses the benefit of industry certifications and prepares a written summary of certification options

4.   **Explore what constitutes technology and innovation.**

Learning objectives

What you will learn as you master the competency:

a.   Discuss the history of computing technology and what constitutes technology and innovation.

b.   Identify the difference between technology trends and gadgets and fads.

Performance Standards

Competence will be demonstrated:

o   by completion of assignments related to the material

o   by successful completion of quiz

o   by successful completion of final exam

Criteria - Performance will be satisfactory when:

o   learner contrasts the components that constitutes technology

o   learner identifies what constitutes technology

5.   **Identify social theories explaining how technology is adopted individually and as a society.**

Learning objectives

What you will learn as you master the competency:

a.   Identify the components and attributes of social theories that provide a means to evaluate technology adoption.

b.   Explain the principles that guide technology adoption.

Performance Standards

Competence will be demonstrated:

o   by completion of assignments related to the material

o   by successful completion of quiz

o   by successful completion of final exam

Criteria - Performance will be satisfactory when:

o   learner explains the theories: IDT and TAM

o   learner completes assignments and tests explaining the theories: IDT and TAM

o   learner analyzes the components of IDT and TAM in assignments

6.   **Identify the basic principles of project management.**

Learning objectives

What you will learn as you master the competency:

a.   Determine the basic principles of project management.

b.   Explain the importance of project management.

Performance Standards

Competence will be demonstrated:

o   by completion of assignments related to the material

o   by successful completion of quiz

o   by successful completion of final exam

Criteria - Performance will be satisfactory when:

o   learner explains the basic components of project management in oral discussion

o   learner completes assignments and tests explaining basic components and the importance of project management in IS/IT

7.   **Explore ways to identify and effectively manage both personal and job related stresses.**

Learning objectives

What you will learn as you master the competency:

a.   Outline ways to identify and manage both personal and job related stresses.

Performance Standards

Competence will be demonstrated:

o   by completion of assignments related to the material

o   by successful completion of quiz

o   by successful completion of final exam

Criteria - Performance will be satisfactory when:

o   learner lists personal and job related stresses and how to effectively manage them

o   learner explores ways to identify and effectively manage both personal and job related stresses

8. **Determine and explore the communication process for success in the workplace.**

   Learning objectives

   What you will learn as you master the competency:

   a.   Discuss the communication process and what contributes to effective communication.

   Performance Standards

   Competence will be demonstrated:

   o   by completion of assignments related to the material

   o   by successful completion of quiz

   o   by successful completion of final exam

   Criteria - Performance will be satisfactory when:

   o   learner identifies the components that make up good written and verbal communications

   o   learner illustrates proper business etiquette

   o   learner evaluates written and oral forms of communication

9. **Identify key historical figures, both men and women, in computing technology history and explain how they contributed to technology and this affected society.**

   Learning objectives

   What you will learn as you master the competency:

   a.   Relate an appreciation of computing history.

   b.   Use computing history to view current developments of the field you will work in to prepare you for the trends and technology of today.

   c.   Identify the major contributors to the world of technology and how they have made a lasting impact.

   d.   Identify the attributes that made these major contributors successful.

   e.   Identify the key women in computing history.

   f.   Identify the key men in computing history.

   g.   Explain how technology has affected society and you, personally.

   Performance Standards

   Competence will be demonstrated:

   o   by completion of assignments related to the material

   o   by successful completion of a quiz

   o   by successful completion of final exam

   Criteria - Performance will be satisfactory when:

   o   learner identifies the major contributors, both men and women, in the world of computing technology

   o   learner recognizes each of their contributions

   o   learner identifies the attributes that made them successful

   o   learner expresses how computing history affects today's society and themselves

Types of Instruction

Classroom Presentation/Lecture

Grading Information
Grading Rationale

Assignments/Projects: 70%

Attendance/Participation: 10%

Final Exam: 15%

Other Exams: 5%

Grading Scale

A   90-100%

B   80-89%

C   70-79%

D   60-69%

F   Below 60%