**HIGHLAND**
COMMUNITY COLLEGE
WWW.HIGHLANDCC.EDU
606 W. MAIN, HIGHLAND, KS 66035

## Department:

Computer Support Technology

## Course Description:

This course is designed to finish students' preparation for employment in the Information Technology industry. Students will complete a resume to present to potential employers and may also participate in on-the-job-training opportunities.

## Course Competencies:

Upon completion of the course, the student should be able to:

1. Complete a resume and employment application.
2. Explain the basics of professional ethics in the workplace.
3. Complete and submit employer on-the-job-training weekly reports.

## Course Content:

A. Computer Support Technology Ethics
B. Employment Resume
C. Certifications for Employment
   1. CompTIA A+ Certification
   2. CompTIA Net+ Certification

## Instructional Materials:

None

## Learning Assessments:

Competencies will be assessed by assignments, case problems, quizzes, chapter tests, hands-on projects, lab assignments, a midterm test, and a final test. Exams may be in the objective or problem solving format.

**Syllabus**

**Guidelines for Requesting Accommodations Based on
Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be

provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

Syllabus