SYLLABUS
Illuminate IT
Summer 2017

Instructors: Courtney DeOreo: cdeoreo@lorainccc.edu   (440)-281-5615
                Arin Miller-Tait   arin.riteboard@gmail.com   (216)-798-9546
                Jessica Padilla   padilla12700@gmail.com   (440)-522-8840
                Anu Yadavalli   anu.riteboard@gmail.com   (440)-279-3784

Course Description:

Just as digital technology is in every walk of life, Information Technology is one of the most diverse and varied career domains that exists. Working in IT, you can find yourself among some of the brightest minds of any industry, working in a recession-proof industry, making an above average salary, and being connected to the leading-edge technology advancements that are moving this planet forward into the future!

Welcome to Illuminate IT, a 4-week intensive program designed to introduce young adults to the career possibilities in Information Technology. We hope to help you explore opportunities, knowledge and skills that will prepare you for a variety of educational options or on-the-job-training for entry-level positions like customer support specialist or IT Helpdesk. Our goal is to give you a foundation that will prepare you for success in a training program or IT or technology certification course, such as CompTIA IT Fundamentals, Microsoft Technology Associate, or The Internet Core Competency Certification (IC3).

This course will provide a deeper understanding of what computers are, how they work, and what roles they play in our working and personal lives. We will explore the basics of hardware and software, spending extra time on the Microsoft Office Suite. We will also spend some time on what employers call "baseline skills," skills that are foundational to the working world.   These skills are in demand in every industry, but we will focus on the specific needs of the IT Industry, like reading and writing, communication, problem solving, and basic math.

There is a wide variety of career opportunities in this field; some require two- or four-year college degrees, some only require certification; the goal of this course is to help you define your IT career path, and to help you develop the knowledge and skills to take the first steps.

Course Objectives

After completing this course, participants will:
- Understand the conceptual role and function of computers and computing in our work and in society
- Understand basic hardware and software components of a computers and computer systems, including operating systems, networks, and the Internet
- Demonstrate advanced knowledge of Microsoft Word, Excel, and PowerPoint

- Demonstrate improvement in basic reading, writing, and math
- Understand the requirements of IT roles and careers
- Accumulate first-hand knowledge about IT jobs, careers and employers from regional companies and industry professionals working in this field
- Demonstrate increased confidence to take the next steps in your education and employment path

DATE*	TOPIC
13-Jul	Program Overview, IT Overview, IT Roles in MFG Panel
14-Jul	IT Overview Continued, Job Spotlight: Customer Support Specialist and Help Desk Technician
17-Jul	Computers and Computing: What do computers do?
18-Jul	Company Tour, writing assignment #1
19-Jul	Guest Speakers and Problem-Solving the Way Nature Does
20-Jul	Computing devices: how do computers work?
21-Jul	Hardware and peripheral devices
24-Jul	Operating Systems
25-Jul	Company Tour; introduction to networks and networking
26-Jul	Company Tour; networking (cont.)
27-Jul	Networking (cont.); writing assignment #2
28-Jul	REVIEW: Hardware, operating systems, network; mid course evaluation
31-Jul	Software Research Project
1-Aug	Guest Speaker; Software Research (cont.)
2-Aug	Higher Education Opportunities, writing assignment #3 (draft of next steps, goal setting)
3-Aug	Microsoft Word and Microsoft PowerPoint, pt. 1
4-Aug	Microsoft Word and Microsoft PowerPoint, pt. 2
7-Aug	Microsoft Excel pt. 1
8-Aug	Microsoft Excel pt. 2
9-Aug	Recruiters Panel and Mock Interviews; Microsoft Excel pt. 3
10-Aug	Professional writing review, Final projects, TBD
11-Aug	Next steps, goal setting, and education and employment mapping

Course Schedule
(Course schedule subject to change)

*Tuesdays and Wednesdays will feature industry and education tours and speakers.