SYLLABUS

GENERAL INFORMATION
Course Title: IT Professional Development

Code: GEND 1051

Contact Hours: 43

Academic Term: October 26, 2021 to November 9, 2021

Professor: Joel Vargas

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COURSE DESCRIPTION

This course discusses the knowledge and ways to change ourselves professionally and socially to accomplish a better path to rapid decisions, professional efficient, precise, organize and to build a better day by day life's.

OBJECTIVES

This course will take you through various strategies as a discipline to personal growth together with daily efficiency, reaching a peak efficiency point changing the way we plan and our daily agendas.

1. Identify the plan and objectives
2. Planification with antecedence
3. Categorize objectives
4. Be fair and straight with you
5. know their weaknesses and strengths

6. Motivation and attention as indispensable tools
7. Divide and conquer your agenda

THEMATIC CONTENT

The following concepts are discussed below:

- Module 1- Introduction to Charging for Expertise
- Module 2- Introduction to Starting a Business
- Module 3- Introduction to Making a Business Successful
- Module 4- Introduction to Taking the Initiative
- Module 5- Introduction to Enabling an e- Business
- Module 6- Introduction to Providing Outsource Services
- Module 7- Introduction to Building a Contracting Business
- Modulo 8- Centralizing your diary with categories and focusing on the objective to pursue with rectitude and education

Days	Modules	Works
Class #1 **Module 1**	• Introduction to charging for expertise	• Homework 1 • Quiz 1
Class #2 **Module 1**	• Introduction to starting a business	• Quiz 2
Class #3 **Module 2**	• Introduction to making a business successful	• Homework 2 • Quiz 3
Class #4 **Module 3**	• Introduction to taking the Initiative	• Laboratory 1 • Quiz 4

Class #5 Module 3	• Introduction to Enabling an e-Business	• Homework 3 • Mid-Term Exam
Class #6 Module 4	• Introduction to Providing Outsource Services	• Quiz 5 • Laboratory 2
Class #7 Module 4	• Introduction to Building a Contracting Business	• Quiz 6
Class #8 Module 5	• Centralizing your diary with categories and focusing on the objective to pursue with rectitude and education	• Final Exam • Quiz 7

Laboratories:

- Laboratory 1- Research types of E-Business
- Laboratory 2- Where will we sell our Products

Homework's:

- Homework 1- Knowing the employees
- Homework 2- Create a Business
- Homework 3- Entrepreneur

EVALUATION CRITERIA

CRITERIA	Grade total
1 Mid-Term Exam	100
1 Final Exam	100
Quizzes	100
Homeworks 1-3	100
Laboratory 1-2	100
Total	500

*4 Points less for each absence. 100 Points when starting the course.

*Assignments are always due in class on the day designated. You are responsible for any work lost due to technical problems, etc. Late papers will lose a letter grade for each day that they are late. Any exceptions must be properly documented and discussed in advance for an extension to be arranged.

EDUCATIONAL RESOURCES

- Cisco Network Academy (2021). IT Professional Development. *Netacad*.

  https://netacad.com

- Neo LMS (2021). IT Professional Development. *passwordtech.edu20*.

  https://passwordtech.edu20.org/

- Tracy, B. (2003). Traguese ese Sapo: 21 Estrategias para tomar deciciones rapidas y

  mejorar la eficacia personal. Khoeler Publisher INC, San Francisco, CA.

- Tracy, B. (2003). Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More

  Done in Less Time . Khoelr Publisher INC, San Francisco, CA.

NOTES

Reasonable Accommodation: Any student who requires reasonable accommodation must request them at the beginning of the course or as soon acquire the required knowledge that through the Professor in charge and be notifying the Academic Director.

Honesty, fraud, plagiarism: Dishonesty, fraud, plagiarism and any other inappropriate behavior about the student's academic performance, constitute violations of the catalog of the institution, its Rules of Conduct and Duties of Student. Major infractions, as provided in the catalog may result in the suspension of the institution for a defined time or permanent expulsion as stipulated in the Rules of Conduct and Duties of Student.