

## DEPARTMENT OF SCIENCE

### COURSE OUTLINE – Fall 2026

#### CT1020 (A2): IT Specialists' Professional Practice – 3 (6-0-0)

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

|                      |                             |                |                        |
|----------------------|-----------------------------|----------------|------------------------|
| <b>INSTRUCTOR:</b>   | Matthew Martin              | <b>PHONE:</b>  | (780) 539-2952         |
| <b>OFFICE:</b>       | E401                        | <b>E-MAIL:</b> | mamartin@nwpolytech.ca |
| <b>OFFICE HOURS:</b> | Tuesday, 12:00 PM – 2:00 PM |                |                        |

#### CALENDAR DESCRIPTION:

An introduction to professional career preparation and integration into the job market. Emphasis is on using social networks for career development, preparing resumes and portfolios, maximizing competitive performance, and effective communication skills in the IT job context.

#### PREREQUISITE:

None

#### RESOURCE MATERIALS:

Reference materials and additional readings to be provided on MyClass.

#### DELIVERY MODE(S):

- Lectures: A2

|           |                    |      |
|-----------|--------------------|------|
| Monday    | 8:30 AM – 11:20 AM | B201 |
| Wednesday | 8:30 AM – 11:20 AM | B201 |

#### LEARNING OUTCOMES:

By the end of this course, students will be able to:

1. Identify and evaluate career opportunities within the information technology field, including common roles, employer expectations, required qualifications, workplace characteristics, and pathways for continued professional development.
2. Assess and communicate their own technical, transferable, and interpersonal skills, accomplishments, professional interests, and career goals in relation to IT employment opportunities.
3. Prepare professional employment materials tailored to IT positions, including résumés, cover letters, portfolios, and supporting materials that clearly communicate relevant skills, education, experience, and accomplishments.
4. Apply appropriate professional networking and career-development strategies using online and offline methods while maintaining an authentic, professional, and appropriate public presence.
5. Use and adapt common organizational and work-management methods and tools to plan, prioritize, coordinate, track, and communicate IT-related work.
6. Demonstrate effective professional communication and workplace behaviours in IT contexts, including active listening, teamwork, reliability, accountability, time management, constructive feedback, adaptability, and respectful interaction with others.
7. Prepare for and participate effectively in employment interviews, presentations, and other professional interactions, using clear communication, appropriate professional conduct, and structured approaches to explaining technical knowledge, experience, and problem-solving.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**\*\* For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## EVALUATIONS:

|               |       |
|---------------|-------|
| Participation | 45 %  |
| Activities    | 25 %  |
| Quizzes       | 30 %  |
| Total         | 100 % |

## GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|-------------|--------------------|-----------------------|
| A+          | 4.0                | 95-100                | C+          | 2.3                | 67-69                 |
| A           | 4.0                | 85-94                 | C           | 2.0                | 63-66                 |
| A-          | 3.7                | 80-84                 | C-          | 1.7                | 60-62                 |
| B+          | 3.3                | 77-79                 | D+          | 1.3                | 55-59                 |
| B           | 3.0                | 73-76                 | D           | 1.0                | 50-54                 |
| B-          | 2.7                | 70-72                 | F           | 0.0                | 00-49                 |

## COURSE SCHEDULE / TENTATIVE TIMELINE:

Last updated Sept 1<sup>st</sup>, 2026.

| Lecture / Lab | Week                                          | Topic / Assignment                                                               |
|---------------|-----------------------------------------------|----------------------------------------------------------------------------------|
| Lecture 1     | Sept 2 <sup>nd</sup> – Sept 4 <sup>th</sup>   | Course Introduction; Professional Identity, Self-Assessment, and Time Management |
| Lecture 2     | Sept 7 <sup>th</sup> – Sept 11 <sup>th</sup>  | IT Careers, the Job Market, and Career Development                               |
| Lecture 3     | Sept 14 <sup>th</sup> – Sept 18 <sup>th</sup> | Professional Employment Materials                                                |
| Lecture 4     | Sept 21 <sup>st</sup> – Sept 25 <sup>th</sup> | Professional Workplace Practice                                                  |
| Lecture 5     | Sept 28 <sup>th</sup> – Oct 2 <sup>nd</sup>   | Networking, Portfolios, and Online Presence                                      |
| Lecture 6     | Oct 5 <sup>th</sup> – Oct 9 <sup>th</sup>     | Organization and Work Management                                                 |
| Lecture 7     | Oct 12 <sup>th</sup> – Oct 16 <sup>th</sup>   | Interviewing and Professional Communication                                      |
| Lecture 8     | Oct 19 <sup>th</sup> – Oct 23 <sup>rd</sup>   | Professional Presentations                                                       |

1. Students are expected to attend scheduled classes regularly and to arrive prepared to participate in scheduled course activities.
2. Students are responsible for keeping up with course materials, announcements, assigned readings, deadlines, and any work missed due to absence.
3. Coursework and assessments must be completed and submitted by the stated deadline. **Incomplete or late assignments will not normally be accepted.** Extenuating circumstances must be discussed with the instructor as soon as reasonably possible.
4. If a student is unable to attend a scheduled quiz, lab, examination, or other graded activity, they are expected to contact the instructor in advance whenever possible. Missed assessments or activities may be rescheduled at the instructor's discretion depending on the circumstances.
5. Students are expected to complete their work honestly and in accordance with Northwestern Polytechnic's policies regarding academic integrity and academic misconduct.
6. Students are expected to conduct themselves respectfully and professionally when interacting with classmates, instructors, and other members of the Polytechnic.
7. Students are responsible for seeking clarification or assistance when course requirements, concepts, assignments, or expectations are unclear.
8. **Classroom participation is a significant component of this course.** Many course concepts will be developed through discussion, peer interaction, role-playing, presentations, collaborative activities, and other forms of active participation that cannot be fully replicated outside the scheduled class environment. **Regular attendance and meaningful participation are therefore required for success in this course.** Students are not expected to be naturally outgoing or immediately comfortable speaking in front of others. The classroom is intended to provide a supportive, respectful, and non-judgmental environment in which students can practice professional communication and interpersonal skills, build confidence, and become more comfortable interacting with others.

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

\*\*Note: all Academic and Administrative policies are available on the same page.