

# **CIS 116 IT Prior Learning Assessment**

## **Syllabus – Spring 2012 - Section AV**

### **WELCOME!**

**INSTRUCTOR CONTACT INFORMATION:** Julie Jackson, Office Location: ALD 207, Office Hours: The 1<sup>st</sup> and 3<sup>rd</sup> Friday's of the month 2:00-4:00 in office, 1:00-3:00 Monday and Wednesday  
ONLINE: Please email me at: [jjackson@edcc.edu](mailto:jjackson@edcc.edu), with subject line CIS 116.

**DEADLINE FOR SUBMITTING COURSE WORK:** TUESDAY JUNE 12TH 5:00 PM

**DEADLINE FOR COMPLETING FIRST ASSIGNMENTS:** THIS FRIDAY 12:00 PM

**COURSE MEETS:** Online only, therefore, make sure your email address in BlackBoard is always accurate.

**DESCRIPTION OF THE COURSE:** Class serves various student needs. You will either create an "exit portfolio" for your ATA graduation requirement or create an "entrance portfolio" for placement into upper level CIS programs. Students may additionally challenge some CIS courses. Registration is by special entry code only; obtain code from instructor.

**PREREQUISITES:** Placement into ENGL 100.

### **WEB SITE AND BLACKBOARD:**

This is an online course only, Online only, therefore, make sure your email address in BlackBoard is always accurate. All students will need to use their EdMail accounts to both send and receive messages within this class and also to be able to receive important messages from the college.

### **NEW TECHNOLOGY HELP DESK FOR STUDENTS!**

Do you know any students looking for help with accessing or forwarding EdMail, using Blackboard, navigating technology or making the most of tools such as Google Apps? Send them to the new [\*\*Student Technology Advice and Resource Center \(START\)\*\*](#) on the 3<sup>rd</sup> floor of the Library.

This service will be available from 9 - 5 Mon-Thurs and from 9 - 2 on Fridays. This is a pilot program led by student volunteers from the CIS and Computer Science programs, in cooperation with the EdCC Library, I.T. Department, Learning Support Center, EdCC Foundation, AEdCC Student Government, and the Office for Student Life. Please help us make it successful by **TAKING ADVANTAGE OF THIS GREAT INTERNSHIP OPPORTUNITY AND BE SURE** to take advantage of this resource! For more information on working at START, please send me an email!

Phone support for Blackboard and EdMail is also still available 24x7 for all students. Call 1-866-886-4854.

## **COURSE OBJECTIVES:**

**YOU ARE TAKING AN ONLINE CLASS. IT IS IMPERATIVE THAT YOU READ THIS ENTIRE SYLLABUS AND THAT YOU ARE SIGNED UP FOR THE APPROPRIATE NUMBER OF CREDITS.**

There are 3 general ways you can use this course to meet your objectives. Some students may be combining aspects of 2 or more methods. Please don't let these methods confuse you because they do overlap. The idea is for this class to be flexible so the CIS department can meet individual student needs. You will be completing a survey to assess your individual situation, and then you will be receiving your individualized training plan. In order to create the best plan, you need to be familiar with these options:

### **1) CREATE AN EXIT PORTFOLIO:**

- a) Student will create an "Exit" portfolio, which will organize and document their learning experience at EdCC and demonstrate how their education relates to their chosen career. The portfolio can then be presented to potential employers, which will allow them to understand the student's skills and abilities.
- b) When would you do this? Towards the end of your degree program.
- c) Audience: This class is one of 2 options towards completing the Career Management section of a CIS ATA degree.
- d) Instructions for creating an Exit Portfolio are located under "Course Materials" on the left, "Module 1".
- e) **IF YOU ARE DOING AN EXIT PORTFOLIO – PLEASE ENSURE YOU ARE ONLY REGISTERED FOR ONLY 1 CREDIT, UNLESS YOU WILL BE CREATING AN ELECTRONIC PORTFOLIO. IN THAT CASE YOU MAY ELECT TO BE SIGNED UP FOR 2 CREDITS.**
- f) If you know you are creating an Exit Portfolio, please skip to: **EVALUATION** and continue reading the entire syllabus.

### **2) CREATE AN ENTRANCE PORTFOLIO FOR PLACEMENT INTO CIS PROGRAMS:**

- a) Students document prior learning in IT in order to allow advisors to properly place them in high-level CIS programs and courses.
- b) Upon completion of the Entrance portfolio, students and advisors will have a set of documentation that demonstrates knowledge, skills and abilities and how they relate to CIS entry-level courses.
- c) When would you do this? Upon the advice of an advisor, at the beginning of your education at EdCC.
- d) History: Several of our CIS programs begin at a high level and are designed for those already in the IT industry, however each student brings with them a

unique set of skills which need to be assessed for proper placement into our programs.

- e) Audience: Option for students wanting to assess their current skills to gain proper placement into CIS certificates and degree programs.
- f) For CIS ATA degrees, students are required to take the college ACUPLACER exam for proper placement into English and math.
- g) Instructions for creating an Entrance portfolio are located under “Course Materials” on the left, “Module 2”.

### **3) CHALLENGE CIS COURSES TO MEET PRE-REQUISITES AND WAIVE REQUIREMENTS.**

- a) Allows a student to test out of CIS courses.
- b) Students will complete course challenge “Modules” under “Course Materials” on the left of the blackboard menu.
  - (1) Audience: Students who already have entry-level IT skills who wish to test out of CIS prerequisite courses and take higher-level courses in their place.
- c) Upon successful completion of a course challenge module, students will earn 1 credit.
- d) Additionally, students may elect to earn a full college “challenge” credits for courses by filling out the proper paperwork and paying an additional \$175.00.
  - (1) Audience: Option for students wanting to test out of CIS courses and earn full college credit for the course.
- e) Further instructions on course challenges are under “Course Materials” “Module 3 – How do I Challenge a Course”.

### **EVALUATION:**

Successful completion of student responsibilities in this class requires access to BlackBoard via an Internet browser. You are expected to login to the BlackBoard classroom at least 2 times the first week, then after that your access of materials will be on an individual basis depending on your training plan.

You and your instructor will develop a training plan to meet your individual situation. This plan will include completion of 2 or more “Modules” under “Course Materials”. Your evaluation will be either be S= Satisfactory or U= Unsatisfactory for the modules we select for your individualized plan. In order to receive a Satisfactory rating, you must complete the work required in each module in your plan with an average score of at least 75%. With the exception of Module 0 (which all students must complete), each module is worth 1 credit for a maximum of 10 credits total. **Make sure you have registered for (and verify with your instructor) the number of credits you plan to achieve in order to receive the proper number of credits for the course.**

### **COMMUNICATION:**

- 1) **EMAILS TO INSTRUCTOR:** [jjackson@email.edcc.edu](mailto:jjackson@email.edcc.edu)

**When you email me, please put CIS 116 and your name in the subject line.** I will work hard not to miss any of your emails. It is possible, however, that without the class

number and your name in the subject line, I will delete your email as junk mail. Please help me ensure that this doesn't happen.

## **2) TURNING IN COURSE WORK:**

More information will be provided on an individual basis, depending on your personal training plan and what you will be submitting.

## **3) DISCUSSION BOARD:**

The discussion board has 3 forums:

- a) Introduce Yourself – Everyone completes - Module 0 –Assignment 2.
- b) Student Forum – Place where you can post questions/discussions with other students.
- c) Instructor Forum – Place where you can post questions/discussions with the instructor, which other students can see. Please use this for questions on assignments/due dates etc. Personal or private information should be communicated through email with the instructor.

## **POLICY ON V AND I GRADES:**

### **1) V Grade:**

V grades represent an instructor-initiated withdrawal. This may be your final grade if an instructor initiates a class withdrawal before the end of the quarter, often in consultation with the student, but also if a student enrolls in a class, but never attends or stops attending class. A faculty member is under no obligation to grant an instructor-initiated withdrawal. I award V grades if a student fails to continue the class, and only approximately ¼ or less of the course work has been completed.

### **2) I Grade:**

Incompletes are given at the discretion of the instructor and only when the student has done satisfactory work, but could not complete part of the course work or take the final examination. To receive an incomplete, the student and instructor must complete and sign the Incomplete Contract that sets a deadline – not to exceed one year – and quality standards for the work to be completed. If the contract is not satisfactorily completed by the deadline, the 'I' grade remains on the student transcript.

**I WILL NOT AWARD AN 'I' GRADE BECAUSE YOU DO NOT SUBMIT YOUR MATERIALS BY THE DEADLINE ABOVE. I WILL ONLY AWARD AN 'I' GRADE IF YOU CONTACT ME IN ADVANCE OF FINALS AND, DUE TO CIRCUMSTANCES OUTSIDE YOUR CONTROL, YOU ARE NOT ABLE TO COMPLETE REQUIRED MATERIALS. ADDITIONALLY, I WILL NOT AWARD AN 'I' GRADE UNLESS WE COMPLETE AND SIGN THE INCOMPLET GRADE CONTRACT REQUIRED BY THE COLLEGE. THIS MUST BE DONE PRIOR TO FINALS WEEK.**

## **DISABILITY STATEMENT:**

If you require an accommodation for a disability, please contact Services for Students with Disabilities, MLT 159, (425) 640-1320 or [ssdmail@edcc.edu](mailto:ssdmail@edcc.edu).

## **POLICY ON CHEATING:**

- 1) **CHEATING EXAMPLES (include but are not limited to):**
  - a) Assignments that are copied in whole or part from another person.
  - b) Assignments/writing, which are copied verbatim from other sources such as the web, books, magazine articles (this is called plagiarism).
  
- 2) **CONSEQUENCES OF CHEATING (include but are not limited to):**
  - a) Failing the course.
  - b) Failing a particular assignment for all parties involved in cheating.
  - c) Going on academic probation.

## **EMERGENCY CLOSURE:**

In case of an emergency closure, please access the following web site for information: <http://www.schoolreport.org/> and or call this phone number: 425-640-1459.

## **WHAT SHOULD YOU DO NOW?**

**All students must complete Module 0, Assignment 1 and 2. Please click on “Course Materials”, on the left, then select the “Module 0” Folder, then “Assignment 1” and “Assignment 2, and follow the instructions and submit both by Friday April 6<sup>th</sup> by 12:00p.m.**

### 1) **TRAINING PLAN:**

After you have completed Module 0 Assignment 1 and 2 above, your instructor will create an individualized training plan which will be sent to you by email. This plan will list the modules you need to complete, or will request further clarification. You must respond to this email and either accept or reject your plan WITHIN 48 HOURS so your instructor knows whether you are starting the plan or need to further discuss your options.

### 2) **ADDITIONAL MODULES:**

Each module has a set of required assignments. After you and your instructor have agreed on your training plan, you can then select the appropriate modules under Course Materials to see the assignments specific to your plan. Some materials may not show, up such as challenge tests, and will be made available to you individually with passwords. Your instructor will give you further information.

## **SPRING QUARTER 2012 CALENDAR:**

- Apr 2: **Spring quarter classes begin**
- Apr 5: **Late registration begins**
- Apr 6: **Last day for a 100% refund**
- Apr 6: **Last day to drop classes online**
- Apr 13: **Graduation application deadline for advisor approval**
- Apr 13: **Last day to drop a class without a transcript entry**
- Apr 16: **Late petition required to register unless otherwise posted in schedule**
- Apr 20: **Last day for 50% refund**
- May 4: **Non-instructional day: No classes, college open**
- May 21: **Graduation application deadline for advisor approval**
- May 21: **Last day to withdraw, add a continuous enrollment class, or change credit status**
- May 23: **Registration for summer and fall quarters begins**
- May 28: **Memorial Day: College Closed**
- Jun 12-15: **Final exams**
- Jun 15: **Last day of spring quarter**
- Jun 22: **Grades available to students online**