



Sample Course Syllabus

CSC-1200-100

Orientation to IT Professions

Fall 2022

Instructor:

E-mail:

Phone:

Office Hours:

- Listed in Blackboard under “Contact Instructor”
- Also Available by Appointment via Zoom

Course Information

Course #: CSC-1200-100

Course Name: Orientation to IT Professions

Credit Hours: 1

Prerequisite (s): none

IAI Equivalent - ***Only for Transfer Courses*** - go to www.ittransfer.org

Class Meeting Information

Asynchronous online course. There are no scheduled meeting times for this course.

This is an 8-week online class that runs from August 15, 2022 – October 5, 2022.

See the Schedule Section within this Syllabus or Blackboard for the most current Schedule.

Course Description

This course enables students to analyze the Information Technology field and professions. Students will learn and research various areas of concentration within Information Technology as well as the necessary employment skills, local and national associations, current issues, salaries, skills, knowledge, and certifications recommended for the different employment options. The mode of instruction for this course is asynchronous online/web-based. Lecture, 1 hour per week.



Institutional Learning Outcomes

Inquiry: To apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion.

Course Learning Outcomes

By the end of this course, you should be able to:

- Develop a basic understanding of the various concentrations and areas of Information Technology
- Describe the various concentrations and skills necessary within those specific areas
 - Discuss the skillsets needed for the various areas and branches of IT
 - Discuss the certifications available for the different areas of IT
 - Discuss the average salaries for the various areas of IT
- Discuss the various roles of IT within different concentrations of the technology field
 - Understand which roles fall under which areas of IT
 - Identify the key competencies of IT professionals for employment in various roles of IT
- Understand how to keep up to date with the skills needed for a career in IT
 - Discuss the vendor certifications in the IT industry
 - Discuss the expected growth in the various fields of IT

Course Topics and Content Requirements

- The job roles within Computer Networking, Programming, Systems and Security
- National and/or local Labor Statistics and Salaries
- Vendor Certifications
- Job Descriptions for various roles

Instructional Methods

- Lecture
- Video presentation
- Field Research
- There is no textbook purchase for this course

Course Materials

Required Resources:

- Computer



- Internet
- Word or Google Docs
- PowerPoint or Google Slides
- Blackboard Access
- IVCC Email Account

Email Access

This course requires that you use IVCC provided K email account. Any correspondence to your instructor should have a subject line of CSC-1200 <Your Last Name>

Blackboard Access

I will be using Blackboard for the purposes of homework, assignments, announcements, and for grading. You will be enrolled as a Blackboard user. Blackboard, can be linked to at <https://ivcc.blackboard.com/>. You can find information about logging into and using Blackboard by visiting the following link: [Student Technology Guide](#)

Attendance

This is a virtual online course. It does not mean you do not have to participate in the class. A student attends an online course (or the online portion of a hybrid/blended course) by participating in the virtual online portion of the class or otherwise engaging in an academically related activity. Examples of such an activity include, but are not limited to:

1. Contributing to an online discussion, wiki board, or blog
2. Submitting an assignment, a working draft, or working through assigned exercises
3. Taking an exam or quiz
4. Initiating contact with the instructor for the course to ask a course-related question.

These activities are tracked and documented through IVCC's LMS, email system, or the publisher's website.

Logging into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student. For instance, if the student simply logs into an online course during the first week of the course, and logs out, without any further activity, the student did not attend the online class for that week.

I am required to report attendance (participation) in this online class by the 10th day of the semester and again at midterm. Attendance is reported again at midterm, at which time you must still be participating by completing assignments. Reporting any student as not participating in an online class may impose restrictions on financial aid. In this online class, you must complete the Week 1 assignment and upload it to blackboard or contact me with assignment



specific questions by the 10th day of the class, otherwise I must indicate you are not participating/attending.

The indicator on 10th day is our way of saying yes, the student is attending or attended this class and is owed aid for those credit hours.

- If a student is marked yes (attending) at 10th day, the student gets credit as attending that class and receives aid.
- If a student is marked no at 10th day and then is withdrawn, no aid is counted towards that class.
- If a student is marked yes (attending) at 10th day and then is withdrawn after, the student would get credit as attending that class and receive his aid. (Gets slightly more complicated if it is all of his classes compared to only one of his classes)
- If the student is reported as not attending on 10th day, financial aid will not be counted for that class. If they are not using financial aid (i.e., paying out of pocket) the student paid/is paying for a class that they are not attending, which is obviously undesirable.

Late Policy

This class is an 8-week course. ALL assignments must be in prior to the release of the Final Exam Assignment. Once the Final Exam Assignment is released, no prior assignments can be turned in for grading.

Certain course activities may not be eligible for late submission. These are identified in Blackboard at the time of the assignment.

Extenuating circumstances can interfere with timely submission of your work. Be sure to tell your instructor right away if you are going to be late with a submission.

Your instructor will determine whether an exception to the Late Policy for this course is appropriate. You may be required to provide documentation of the reason. If your instructor determines that an extension is warranted, you will be provided with the expectations for your submission or assignment in writing.

Extenuating circumstances include, but are not limited to, personal/family member hospitalization, family member death, a severe weather event, a natural disaster, and an active military assignment that prevents internet connectivity.

Assignments & Grades

All completed homework will be submitted through Blackboard for credit. **SAVE ALL**



Final grades will be assigned based upon the student's accumulated points. Points will be awarded for the assignments and final exam. Grading is done objectively taking only the work completed into consideration. The grade book is kept on Blackboard and can be viewed by you, so you know where you stand in class at all times. Letter grades are assigned using the following scale:

Grading Scale	
A	100 - 90%
B	89.99 - 80%
C	79.99 - 70%
D	69.99 - 60%
F	59.99 - 0 %

Instructor's Grading Criteria/Timetable

All course assignments submitted on time will be graded within 10 days of their due date.

Rubrics

A rubric is a tool used by your instructor to determine your performance on various assessments throughout your course. The rubric lists the criteria the instructor will use to grade your assessment. You should follow the rubric, so you understand exactly what is expected of you in each assignment. Following the rubric will help make sure you do not lose points unnecessarily on any graded item. Rubrics are included in Blackboard for various assessments.

Syllabus Changes

I reserve the right to change the syllabus at any time during the semester. Students will be notified in class and/or through blackboard/email of any changes.

Course Refund

The last day for a refund for this course is Friday, _____.

Course Withdrawal

The final date to withdraw from this course is **Thursday**, _____. Students are now able to withdraw themselves using this form: <https://www4.ivcc.edu/withdrawal/>

Be aware, I will not initiate a withdrawal for you for lack of participation or a failing grade. This process is completely the responsibility of the student in this course.



Please Note: Before withdrawing yourself from a course it is HIGHLY recommended that you speak to your instructor and the financial aid office (if you are receiving financial aid) first. A faculty member may be able to work out an alternative to a withdrawal like an incomplete. Faculty members still reserve the right to withdraw students for violations of class policies, or to issue them a failing grade. Students cannot withdraw from a class in order to avoid receiving a punitive grade. Ceasing to attend does not constitute conveyance that a drop is being requested. Instructors must assign a letter grade at the conclusion of the course for all enrolled students.

Additional Assistance

This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

Academic Dishonesty

Plagiarism, cheating or dishonesty in any form will not be tolerated. Anyone caught cheating or plagiarizing may receive a failing grade for the entire course. Additionally, a report of the transgression will be filed with the Vice President of Academic Affairs.

[YOU@IVCC.EDU](#)

YOU@IVCC is a web portal that fosters student success in three domains:

- Succeed (academics/career)
- Thrive (physical/mental health)
- Matter (purpose/community/social connections)

The portal serves up relevant information and campus resources, and the content becomes personalized when a student completes brief assessments, fills out a profile, or searches for something specific.

Student activity within the portal is completely anonymous and available 24/7/365. Simply type in you.ivcc.edu, fill out the sign-up information, and get started.

Code of Conduct



The IVCC Student Code of Conduct outlines instances in which disciplinary action may be taken when a student commits or attempts to commit misconduct. Student behavior related to compliance with the IVCC safety and operations plan, directives from college administration, staff, and faculty, and specifically student conduct on campus regarding entrance/access to the building, use of college facilities, compliance with personal protective equipment rules, is addressed by the IVCC Student Code of Conduct. Specifically, item 12 states, "Failure to comply with the direction of an authorized College employee or representative who is performing her/his duties," has potential for disciplinary action.

All students, faculty, staff, and visitors are required to wear face coverings while on campus.

- There may be some students who, because of disability, cannot/should not wear face coverings. As there are no exceptions to the face coverings rule, the inability to wear a covering means that these students will be unable to be on campus.
- There are other students who will be unable to come to campus, as well (i.e., students who are quarantined or students who are considered high risk because of existing health issues).
- Alternative arrangements will be made for all such students who are unable to be on campus under existing protocols established to protect public health.
- FAILURE TO COMPLY with the strict obligation to wear face coverings on campus by students is a code of conduct issue that will need to be escalated to the Vice President of Student Services.

Concerns about the IVCC Code of Conduct can be addressed with Student Services at 815-224-0393.

FERPA

Federal law prohibits me from releasing ANY information about a student to a third party without the specific written consent of a student. To do this, you must go to the college alone, sign a FERPA release form, and list the specific information that I can release to specific individuals. Once this is done, I will release that information.

Additional Information

- Each assignment will be given a due date and time. It is HIGHLY recommended that you turn in the assignment by that date and time. Please plan your time and allow for technical issues that may occur. If you have a "life emergency" that prevents you from turning in your assignment, please notify me of your delay.
- Students are expected to complete any assignments given and upload the assignments through Blackboard.



- I do extensive communication via email and Blackboard. I must communicate with you through your IVCC provided email address, not your personal email.
- Inappropriate Behavior - I expect each of you to conduct yourselves in a manner appropriate for adult college students and not be disruptive to the class. I will not tolerate inappropriate behavior or language on the discussion boards, wikis or blogs for this class.
- The course syllabus is tentative and may be modified at the discretion of the instructor.
- In an effort to create a classroom environment that maximizes the success of all students, I encourage you to make me aware of any barriers that may inhibit your learning. Feel free to speak to me at any time about concerns or questions you have about assignments, activities, or assessments. The college provides several support services for students who have barriers to learning. They include, but are not limited to: Disability Services Office, Writing Center/Peer Tutoring, Counseling Center, and Project Success. Please contact me if you want to learn more about any of these offices.

Sample Schedule/Grading

Gradebook	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total
Written Assignment	10	10	10			25			55
Job Posting			10						10
Final Exam								135	135
Total	10	10	20	0	0	25	0	135	200

CSC-1200-Orientation to IT Professions - FA22				
Week	Dates	Thursdays	Assignment	Points
1	Aug 15 - 21	History of IT	Short Written Assignment – Your Interest	10
2	Aug 22 - 28	Areas of Interest	Short Essay	10
3	Aug 29 – Sept 4	Job Searches	Short Essay	20
4	Sept 6 - 11	Audio Interviews	Listen to audio interviews of local people in the field of IT	N/A
5	Sept 12 - 18	Audio Interviews	Listen to audio interviews of local people in the field of IT	N/A
6	Sept 19 - 25	Certifications	Short Essay /Job Post Discovery	25
7	Sept 26 – Oct 2	Final Exam Rollout	Details for Final Exam	0
8	Oct 3 - 5	Final Exam Due	PPTX with oral narrative Congratulations! You made it!	135
			Total Points	200