Course Description
During this capstone course students will achieve several certifications.

Prerequisites
This class should be taken the semester you plan to graduate.

Course fees
The fee for this course is $20.00, used to assist in maintaining the CIT infrastructure.

Instructor
Professor: Dr Joe Francom

- Email: francom at dixie dot edu
- Phone: 435-652-7732 (note: email preferred)
- Office: NBURNS 237
- Office Hours: See Below

Joe’s Fall 2019 Schedule

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>8am - 9:00 - By appointment only</td>
</tr>
<tr>
<td>MWF</td>
<td>9am - 10:00 - Office</td>
</tr>
<tr>
<td>MWF</td>
<td>10am-10:50 - IT1100 (113)</td>
</tr>
<tr>
<td>MWF</td>
<td>11am-11:50 - IT3100 (117)</td>
</tr>
<tr>
<td>MWF</td>
<td>12pm-12:50 - IT4200 (113)</td>
</tr>
<tr>
<td>MWF</td>
<td>1pm-1:50 - Office</td>
</tr>
<tr>
<td>MWF</td>
<td>2pm-2:50 - IT3300 (107)</td>
</tr>
</tbody>
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Objectives
- Students will obtain two IT industry certifications.

Resources
There is no required text for this course. However, each student will need to research information specific to individual certifications. Should you need any assistance, the instructor is willing and eager to meet with you. Do not silently fail. Get help.

Course Web Site
This course has an accompanying website. You are responsible for announcements, the schedule, and other resources posted on the website. Assignments and grades will be managed using Canvas, which requires a valid Dixie username and password. The course website is accessible at http://cit.cs.dixie.edu/courses/.

Assignments and Exams
You need to complete two industry certifications as given on the certification list.

Grading
A C- grade will be given for passing one certification. This cert should be completed by midterm. An A grade will be given for passing two certifications. Both must be completed by the last day of classes.

Course Policies

Absences

Students are responsible for material covered and announcements made in class. School-related absences may be made up only if prior arrangements are made. The class schedule presented is approximate. The instructor reserves the right to modify the schedule according to class needs. Changes will be announced in class and posted to the website. Exams and quizzes cannot be made up unless arrangements are made prior to the scheduled time.

Time

Courses should require about 45 hours of work per credit hour of class. This class will require about 135 hours of work on the part of the student to achieve a passing grade, which is approximately 9 hours per week. If you do not have the time to spend on this course, you should probably rethink your schedule.

Late work

Late work is not accepted. You are expected to turn things in by the date they are due. If something is due at 11:59pm and you are 1 minute late, you will not receive credit. Your lowest assignment score will be dropped.

Any exceptions must be discussed with the instructor. Computer failure does not qualify as an excuse for late work.

It is your responsibility to see that assignments/projects are turned in and on time. If you come to me and say, “I turned in that assignment”, yet I have no record of it, you will receive a 0. The burden of proof is on you to prove that you turned in something at a given time. We are using an electronic submission system which records when a item is submitted.

Finally, no points can be contested after a test which covers that assigned material has been given. So for example, if you come to me at the end of the semester and say “Oh, but I turned in that assignment the second week of the semester”. If I don’t have a record of it, and we have already tested on it, you will not get the points.

Cheating and Collaboration

Limited collaboration with other students in the course is permitted. Students may seek help learning concepts and developing programming skills from whatever sources they have available, and are encouraged to do so. Collaboration on assignments, however, must be confined to course instructors, lab assistants, and other students in the course. Students are free to discuss strategies for solving programming assignments with each other, but this must not extend to the level of programming code. Each student must code his/her own solution to each assignment.

Cheating will not be tolerated, and will result in a failing grade for the students involved as well as possible disciplinary action from the college. Cheating includes, but is not limited to, turning in homework assignments that are not the student’s own work. It is okay to seek help from others and from reference materials, but only if you learn the material. As a general rule, if you cannot delete your assignment, start over, and re-create it successfully without further help, then your homework is not considered your own work.

You are encouraged to work in groups while studying for tests, discussing class lectures, discussing algorithms for homework solutions, and helping each other identify errors in your homework solutions. If you are unsure if collaboration is appropriate, contact the instructor. Also, note exactly what you did. If your actions are determined to be inappropriate, the response will be much more favorable if you are honest and complete in your disclosure.

Where collaboration is permitted, each student must still create and type in his/her own solution. Any kind of copying and pasting is not okay. If you need help understanding concepts, get it from the instructor or fellow classmates, but never copy another’s code or written work, either electronically or visually. The line between collaborating and cheating is generally one of language: talking about solutions in English or other natural languages is usually okay, while discussions that take place in programming languages are usually
not okay. It is a good idea to wait a while after any discussion to start your independent write-up. This will help you commit what you have learned to long-term memory as well as help to avoid crossing the line to cheating.

**College Policies**

Click on this link - [http://academics.dixie.edu/syllabus/](http://academics.dixie.edu/syllabus/) - for comprehensive information on the Semester Dates, the Final Exam Schedule, university resources such as the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center. In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions.

If you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Disability Resource Center (652-7516) in the Student Services Center. The Disability Resource Center will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.

**Important Links**

- Disability Resource Center - dixie.edu/drcenter
- IT Help Desk - dixie.edu/helpdesk
- Library - library.dixie.edu
- Testing Center - dixie.edu/testing
- Tutoring Center - dixie.edu/tutoring
- Writing Center - dixiewritingcenter.com