

CLASS NUMBER AND NAME:	<b>CSN191A — Certification Preparation I</b>
TOTAL HOURS/ UNITS:	24 HOURS/1.0 UNIT
PREREQUISITES:	CSN140-Advanced Computer Set-up and Communications
TEXTS AND MATERIALS:	<i>None</i>
CLASS DESCRIPTION:	This course is intended to prepare a student for an industry certification.
CLASS OBJECTIVES:	It will provide students with the background knowledge, hands-on experience and overall confidence to prepare for the IT examinations.
CLASS FORMAT OVERVIEW:	This class is a combination of lecture and lab.  Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	As lecture and lab are the principal means of instruction, it will be expected that all students will be present every day to take part in class.
ATTENDANCE:	It is expected that each student will be in class <u>when class begins</u> . Should the student arrive more than <u>ten minutes late</u> they should notify the instructor of their presence, it would be up to the instructor to decide if the student has arrived in time to be counted as present- the instructor's decision is final.  <b><u>80% attendance is mandatory</u></b>  It will be the student's responsibility to learn of any assignments given in class when absent.
TESTING:	Three tests must be passed at 85% or better on non consecutive days

LATE TESTING:

**Late testing is only allowed at the instructor's discretion.**

GRADING POLICIES:

This is a pass or fail grade.

ANTICIPATED LEARNING  
OUTCOMES:

Upon successful completion of this course the student will be able to:

1. Learn techniques to prepare for industry certification
2. Used the skills learned in the IT program and apply them to industry certification.
3. Become an IT Certified Professional in one or more areas.