

KENT STATE UNIVERSITY

College of Business Administration
Course Syllabus

This syllabus is available
at <http://www.pi2t.org/ccc/certwork/f13.44293.syllabus.htm>



M & IS 44293
"Workshop in Professional IS
Certification"

This is a three semester-hour credit-for-exam course designed to help you pass at least one Microsoft or other vendor's professional certification exam. You can choose the exam you wish to take, and the course will provide you with a supported self-study opportunity to prepare for the exam. The test you choose to take need not necessarily be a Microsoft exam. If you have not already done so, please read the introductory material by clicking [here](#).

TERM	TIME/DAYS	ROOM	CRN	INSTRUCTOR	CONTACT INFO
Fall 2013	3:45 - 5:00 M, W	217 BSA	16875	Geoff Howard	Office: 410A BSA E-Mail: ghoward@kent.edu Home Phone: 330.628.5707

CONCEPT: This is a supported self-study credit-for-exam workshop. If you pass a certification exam during the period of the course, you'll be awarded an "A." and three credit hours. (You can quit coming as soon as you pass an exam, even if it is the first week!) You'll receive guidance on selecting which is the most appropriate Microsoft or other vendor's certification exam for you to take and will be guided in selecting study materials. I'll be available for coaching. (I have multiple Microsoft certifications.) You should have taken "Small Systems Technology" in order to succeed in this workshop if you choose to take a networking exam, but it *can* be done successfully if you have good Windows 2008, Vista, Windows 7, Windows 8, or SQL pre-knowledge.

PREREQUISITES: Junior standing or above; 2.5 overall GPA. To do well, you need to have a fundamental understanding of Windows 2008, Vista, Windows 7, Windows 8, or SQL pre-knowledge and very good study habits.

COURSE MATERIALS: There are 24 of us in the course, and each person will select a Microsoft or other exam for which to study. Click on this [overview link](#) for a one-page graphic summary of the Microsoft exams and certifications from which you can choose. Click [here](#) for the list of suggested materials. Also, you might want to go to a commercial bookstore and buy the materials appropriate to your particular exam.

TEST FEES: You will be taking the certification exam at a Prometric testing center. KSU is not authorized to administer these exams. There is an \$83 student discounted fee for each test you take, whether you pass or fail. *Kent's Center for Information Systems is offering to reimburse certification exam fees for the first five full time students who are members of MISA, have a 2.5 or better GPA, and who pass an exam and apply for this benefit.*

CONTACTING THE INSTRUCTOR: I'm very responsive to e-mail -- ghoward@kent.edu . Don't hesitate to call me at home if you need something in a hurry. 330.628.5707 If that number does not work, try my cell phone at 304.242.0715.

ATTENDANCE:

(Classes will **not meet** on any Monday/Wednesday dates not shown in the table. After September 4, the course will be conducted electronically via E-mail and the course web site.)

August 26 Attendance Required	August 28 Attendance Required
September 2 Labor Day - No Class	September 4 Attendance Optional

TEXT: Varies -- we'll discuss in class on the first day. If you have not yet done so, click [here](#) for text suggestions.

WHY MICROSOFT CERTIFICATION ? There is high demand in the employment marketplace for people who possess formal industry skills certifications. You earn certifications by passing a test or a series of tests that prove the depth of your conceptual and practical knowledge. The most important of these are the two main certifications available from Microsoft: the MCTS ("Microsoft Certified Technology Specialist") and the MCITP ("Microsoft Certified IT Professional.") Passing even only one of the exams gives you an edge in the job market and earns you MCTS or MCP status. Click [here](#) for recent numbers on the effectiveness of Microsoft Certifications.

DELIVERABLES: There are no papers, projects, homeworks, or tests except for the certification exam itself.

GRADING:

A	Pass certification exam no later than December 8.
B	You took but did <i>not</i> pass the certification exam by December 8.
C	Did not attempt certification exam.
D	Obvious gross negligence..

REGISTERING FOR THE EXAM: You can register on-line at <http://www.prometric.com>, but they require that you first establish a web account with them. The process is clunky, but be patient and you will get through it. It is sometimes faster to phone the Prometric registration hotline at 800.755.3926. You'll have to provide a credit card number to pay for the exam at the time of registration. Register at least a week in advance of your test date to reduce the chance that you will get closed out.

UNIVERSITY BOILERPLATE

The Following Policies apply to everyone in this course.

- A.** If you do not have the proper prerequisites then you risk being deregistered from the course.
- B.** You have responsibility to ensure that you are properly enrolled in courses. You are advised to review your official course schedule (using Student Tools on Flashline) during the first two weeks of the semester to ensure you are properly enrolled in this course and section. Should you find an error in your course schedule, you have until Sunday, September 8, 2012 to correct the error. If registration errors are not corrected by this date and you continue to attend and participate in courses for which you are not officially enrolled, you are advised now that you **will not** receive a grade at the conclusion of the semester for any course in which you are not properly registered.
- C.** Academic honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade (0 points) for the work or course. Repeat offenses may result in dismissal from the University.
- D.** Withdrawal: For Fall 2012, the course withdrawal deadline is Sunday, November 3. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.
- E.** University policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Student Accessibility Services (contact 330-672-3391 or click [here](#) for more information on registration procedures).
- F.** It is your responsibility to apply for graduation before the set deadline. If you apply after the deadline you will be assessed a \$200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation. The graduation application deadlines are follows:

Graduation Application Deadlines:

May Graduation:	Apply before September 15 th
August Graduation:	Apply before December 15 th

To apply for graduation complete the following steps:

Log into FlashLine, then click on the Student Tools and Courses tab.

In the Graduation Planning Tools channel, click on the Application for Graduation link.

Review and acknowledge the Important Information Concerning Your Graduation Application page.

Select and submit your curriculum.

Select and submit your graduation term.

Review your information for accuracy and submit your request.

Print the Graduation Application Acknowledgment page for your records.

View submitted graduation applications by clicking on the link at the bottom of your acknowledgment page or from the link in your Graduation Planning Tools channel.

Once the information has been submitted, it will be reviewed and acted on appropriately by your college or Regional Campus office.

Any questions about applying for graduation should be referred to your advisor/advising office.

If an error message appears, you must contact your advisor.