



DAVIS TECHNICAL COLLEGE

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## SDEV 0000 Software Development Orientation

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### Introduction

Welcome to the Software Development program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are **required** to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website ([www.davistech.edu](http://www.davistech.edu)) or in Student Services.

### Program Description

A career in software development begins at Davis Technical College. Software is a part of every business transaction in today's fast-paced business environment. In the Davis Tech Software Development program, students will code in Visual Basic, Java, C#, and other industry-related coding languages. Students will be introduced to using Software Version Control, making API calls to get data from web servers, exploring data structures, and storing and retrieving data for business applications. Students in the program will code for a mobile environment. When students near the end of the program, they will work with one of our placement specialists to find a job utilizing newly gained skills to begin a career. If you are already employed, enhance your skills with a customized plan developed just for you by working one-on-one with a faculty advisor.

### Program Objectives

Students will participate with instructors in hands-on practice, instructional videos, and competency tests. Upon completion of this program, a student will have received specialized training as a software developer. Depending on individual needs, students will have the opportunity to learn and apply the following while enrolled in the Software Development program:

#### Software Development Core Objectives:

- Practice communicating effectively using software development terminology and project management techniques.
- Define the software development lifecycle.
- Explain the basic steps to follow when creating, compiling and debugging programs.
- Experience Visual Studio, an industry standard integrated development environment
- Use coding logic to write in Visual Basic
- Use MySQL and practice database normalization and architecture
- Experience software version control applications
- Practice job-seeking skills

#### **Software Development Elective Objectives:**

- Code computer applications in Java, C#, or C++
- Explore data structures in computer languages
- Work with PHP and web APIs to get data from web servers
- Code for mobile environments in Android or iOS

#### **General Information**

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

#### **Faculty Advisement**

Your instructor will help you establish training and career objectives, select courses and establish an overall plan for progressing through the program, evaluate performance and progress toward program completion, locate institutional resources available to help meet your training objectives, plan for any special programs like Work-based learning, and overcome academic challenges related to their Software Development program studies.

Students are expected to meet with an instructor on a regular basis. These meetings are used for you and your instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Select appropriate courses according to interest and aptitude.
- Select courses that achieve program completion requirements.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.

## **Scheduling**

Courses in this program have an Open-start/Defined-end schedule. Courses in this program may be started at any time. Following course enrollment, you will receive a schedule that shows the date by which the course must be completed. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course. This type of scheduling is also referred to as course based because courses are paid for one at a time.

## **Campus Technology**

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

## **Learning Resources**

### **Student Resource Center**

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

### **Electronic Student Resources**

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

### **First Aid Supplies**

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

## **Students with Disabilities**

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

## **Attendance**

Attendance must be maintained at 67 percent or better to be eligible for financial aid. The Software Development program prefers 85 percent minimum attendance to ensure students can stay on track for timely completion of each course. Attendance is calculated using the number of scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class, so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech sponsored activities, major illness and or major life events, off-site training, or high school activities. If you require an extended absence from the program, consult with your instructor prior to the absence. If necessary, a counselor in Student Services may assist you in this process.

Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

## **High School Students**

High school students must meet minimum standards in grading, progress, and attendance before transitioning into a place in the program as an adult student. These standards are established by the program and may differ across the college. In the Software Development program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 80 percent      Progress: 80 percent

If you do not meet Davis Tech or Architectural and Engineering Design performance standards, you will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

## **Progress**

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Program progress must be maintained at 67 percent or better to be eligible for financial aid. It is recommended that progress be maintained at 85 percent or better. This will ensure that you can complete the program in a timely manner. If you have difficulty meeting 85 percent progress, please meet with your instructor. If you do not complete a course by the end date, you will have to pay for the course again (adult students only), and a faculty member will help create a Student Success Plan to ensure your success on a second attempt.

## Grading

You will be graded on both assignments and exams, each of which will be weighted differently according to the course. If any exam is taken more than once, the exam scores will be averaged. Final grades for all courses will be based on the following scale:

100% to 94% = A	93% to 90% = A-	89% to 86% = B+	85% to 83% = B
82% to 80% = B-	79% to 76% = C+	75% to 73% = C	72% to 70% = C-
69% to 66% = D+	65% to 63% = D	62% to 60% = D-	59% and Below = F

Students who have completed Software Development courses at another institution must present their transcripts to instructors for evaluation of required course competencies before Davis Tech credit can be given. The Software Development department requires a minimum grade of 'B' for any outside coursework submitted for Davis Tech credit.

## Grading – High School

High School students are evaluated on two factors when calculating the final term/semester grade:

- 80 percent of the grade is based on progress. Progress is calculated for work done during the dates of the term, regardless of the student's course enrollment. Progress does **not** roll over. It starts over at the beginning of each term.
- 20 percent of the grade is based on Attendance. Attendance is calculated from the first day of the grading period (semester or mid-term) to the last day of the grading period. Absences cannot be made up. School related absences are automatically entered into the student information system by the CTE coordinator.

## Citizenship – High School

High School students also receive a citizenship mark at the end of each grading period. All students are expected to abide by Davis Tech and Software Development program policies and procedures including but not limited to the Acceptable Use policy. Students who are exceeding the expectations of the Software Development program will receive an "H". Students who are meeting the expectations of the Software Development program will receive an "S". Students who are continually off task during class time or found abusing the Davis Tech or Software Development program policies will receive an 'N' or a 'U', which may result in academic discipline and ineligibility for future enrollment.

The citizenship marks used in the Software Development program are as follows:

H – Honorable                  S – Satisfactory                  N- Needs Improvement                  U - Unsatisfactory

## Testing

There are two types of tests – quizzes and exams. Both require a minimum score of 80 percent to pass. Both may be taken up to three times; for multiple attempts, you will earn the average of your scores. Quizzes are all open book and can be repeated immediately to improve your score. Exams are closed book (which also means closed Internet) and may be repeated only after a one-day waiting period. For multiple attempts, you will earn the average of your scores. Quizzes and exams may consist of multiple-choice, matching, true/false, fill in the blank, short answer, or essay questions.

## **Student Policies and Procedures**

You may find further information on institutional student policies and procedures here:  
<http://www.davistech.edu/student-policies>

## **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

## **Program Safety**

- Good posture should be maintained at workstations.
- Avoid long periods of repetitive motion or immobility.
- Do not lift computers and printers.
- Food and Drinks can cause electrical mishaps and are not allowed unless Instructor approved.
- Washing hands before and after using community keyboards and mouse are recommended. Hand sanitizer is provided in the Software Development class rooms.
- Caution must be used when working with hardware and testing equipment to avoid injuries. Some essential information to remember when working in the lab is as follows:
  - When working inside a computer or equipment case, unplug the device and keep it unplugged at any time you are working on the hardware.
  - Never open a power supply case unless you're experienced working with line voltages and AC electricity.
  - Use caution when working with monitors. The energy stored in a monitor is high enough to be dangerous. Even when the electricity is disconnected, capacitors in the monitor can hold a harmful amount of electrical charge.

## **Work-based Activities**

The Software Development training program aggressively pursues internship/externship opportunities for Software Development students. This is an opportunity for students to get real-world experience and make inroads to a job/career. Davis Tech credit of up to 120 hours may be given for internships/externships. Please contact your student advisor for detailed information on prerequisite courses and enrollment details.

## **Placement Services**

Placement services are available to you when you complete your program. These services include resume review, interviewing skills and job placement assistance.

## **Student Follow-up**

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

## **Student Code of Conduct**

### **Academic Integrity**

Each student attending Davis Tech is expected to hold themselves to the highest standard of academic integrity. Any student caught violating testing protocols or caught cheating in any form is subject to academic discipline. This includes, but is not limited to, the use of unauthorized certification test preparation materials, using another student's work as your own, copying information from the Internet without giving the owner proper citation, and/or receiving information about exam questions prior to exams, etc.

### **Professionalism**

You are expected to conduct yourself as you would in the workplace. Conversations should be in a quiet tone of voice or held outside of the classroom. Please show the proper respect for your peers and your instructors. Foul or abusive language will not be tolerated. Disruptive behavior will not be tolerated.

### **Clean-up**

You are required to clean your desk area when leaving.

### **Children/Visitors in the Classroom**

Children are not allowed in the classroom. Visitors to the classroom or lab must be approved in advance by an instructor or by Student Services.

### **Cell Phone Use**

Phones must be kept on vibrate or turned off when in the classroom. You must place or receive calls outside of the classroom.

### **Classroom Printers**

Printers are for school work only. Please do not print personal projects, photos, e-mails, etc. on the classroom printers.

### **Test Preparation Material**

Only authorized test preparation material provided by the Software Development program and material specified in the syllabi or provided with the textbooks may be used. Any other material must be approved in advance by an instructor. Use or possession of "test cheats" or other unauthorized material may result in your suspension from the Software Development program and/or from Davis Tech.

## **Program Information**

### **Computer Sign-on**

You may use a personal laptop or other mobile device to connect to the college network. Other computers on the Davis Tech campus are connected to a Davis Tech network. The username for the Davis Tech network is your 10-digit student ID. You will create a unique password after you sign-on with the default password.

### **Module and Course Completions**

Module Completion Quizzes are used to track the time you spend working on each module (time in class and also outside of class, if any). After all the activities in a module have been completed, you must take the Module Completion Quiz, then immediately meet with an instructor. The instructor will review submitted

work and discuss your progress. When the quiz has received full points, it opens the next module in the course so you can continue working.

Course Completion Quizzes are submitted at the end of each course. Take the quiz and immediately meet with an instructor to discuss the final grade for the course and to discuss next steps.

### **Submitting Coursework**

With a few exceptions, all course work will be submitted electronically. There are some courses where you will demonstrate execution of programs rather than submitting programs to be executed on the instructor's computer; those require submission of the assignment in Canvas (but not submission of the work) to be graded by the instructor after that demonstration.

### **Required In-class Assignments**

Anything annotated with an asterisk (\*) is an assignment that must be completed in class. All exams must be taken in class and are not available outside the classroom.

### **Course Evaluations**

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

### **Acceptable Use Policy**

You are expected to abide by all Davis Tech policies found on the Davis Tech website on the *Students* tab, *Student Services*, *Student Policy* or <http://DavisTech.edu/policies> including the Student Attendance Policy and Procedures, Student Code of Conduct, and the Student Grading and Progress Policy and Procedures. In addition, you are expected to abide by the following Acceptable Use Policy:

*Classroom equipment will be used for classroom purposes. All software, images, videos and any other intellectual property used in the curriculum and in the classroom are under license to Davis Technical College and are not to be taken off campus without prior approval.*

*Student accounts can and will be audited on a regular basis by instructors and Davis Tech IT personnel.*

*Use of social networking sites, online gaming sites, video streaming sites, or any other non-curriculum-related sites or programs is not permitted in the classroom or lab on any device. **This includes your personal mobile device, tablet, or laptop.***

*Any students found abusing this policy may be marked as non-productive for the day, have their computer privileges revoked and be put on academic discipline which may impact their citizenship and/or final grade for the current course/term, their eligibility for financial aid and their eligibility for future enrollment.*