

**CIS 58.57 Course Outline as of Fall 1999****CATALOG INFORMATION**

Dept and Nbr: CIS 58.57 Title: ELECTRONIC PORTFOLIO

Full Title: Creating an Electronic Portfolio for the World Wide Web

Last Reviewed: 2/1/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	3.50		Contact DHR	28.00
		Contact Total	5.50		Contact Total	44.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 76.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CIS 84.72A

**Catalog Description:**

A course which focuses on using the Internet and World Wide Web as a tool for displaying student work and assisting in student employment. Participants will create an electronic portfolio which displays their work. They will join work related mailing lists and newsgroups and register their portfolio with on-line career databases. Student will be required to produce 5-7 web pages. No instruction in web page creation will be provided so students will need to be proficient in HTML or a web authoring program such as PageMill or Front Page.

**Prerequisites/Corequisites:**

Course Completion of CS 50.11A ( or CIS 58.51A or CIS 84.42A)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: A course which focuses on using the Internet and World Wide Web as a tool for displaying student work and assisting in student employment. Participants will create an electronic portfolio which displays their work. They will join work related mailing lists and

newsgroups and register their portfolio with on-line career databases. Student will be required to produce 5-7 web pages - no instruction in web page creation will be provided so students will need to be proficient in HTML or a web authoring program such as PageMill or Front Page.

(Grade or P/NP)

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Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>			<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>			<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>			<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 1999	<b>Inactive:</b>	Fall 2015
<b>UC Transfer:</b>		<b>Effective:</b>		<b>Inactive:</b>	

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The student will:

1. Develop goals and objectives for their electronic portfolio.
2. Locate and evaluate electronic portfolios which are currently displayed on the World Wide Web (WWW).
3. Research existing employment aides available on the WWW.
4. Create an electronic portfolio.
5. Register their portfolio with existing web sites.
6. Research on-line mailing lists and newsgroups which can assist them in finding employment.

### **Topics and Scope:**

1. What is an electronic portfolio?
  - a. Review and evaluate existing electronic portfolios
  - b. Essential elements of portfolio
2. Creating your own on-line portfolio
  - a. Design basics - Keep it Simple
  - b. Capturing your work and displaying it on the net
    - 1) Scanning
    - 2) Video capture
  - c. Describing your skills - words that sell
  - d. HTML questions and answers

- e. Navigating your portfolio
- f. Providing contact information
- 3. Researching jobs on the Internet
  - a. Job search resources
  - b. Local vs. worldwide resources
  - c. Researching prospective employers
- 4. Job search aids
  - a. Resume guides
  - b. Interview tips
  - c. Employment statistics
  - d. EDD services
- 5. Using mailing lists and newsgroups
  - a. Sources of potential jobs
  - b. Learn about the industry
  - c. Establish a network of contacts
- 6. Registering your portfolio/resume with on-line job banks
  - a. Searching for resume banks on the net
  - b. Registering costs
  - c. Locating headhunters on-line

### **Assignment:**

Students will:

- 1. Produce 3-5 web pages which contain the following elements.
  - a. On-line resume
  - b. Examples of student work
  - c. Student's work philosophy
- 2. Create web page of job related resources which include:
  - a. On-line job announcements
  - b. Resume banks
  - c. Employment statistics
  - d. Job finding strategies
- 3. Locate 2-3 mailing lists or newsgroups, join one for a 2 week period and report their experiences to the class.
- 4. Use the Internet to research a company they are interested in working for.
- 5. Use the Internet to research how they can register their portfolio.
- 6. Research how they can generate hits at their portfolio.

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Term papers, Reports on Web research
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Writing 5 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Internet research and effective web presentation	Problem solving 15 - 40%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Create web pages and search the Internet	Skill Demonstrations 40 - 50%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
PERFORMANCE EXAM(S)	Exams 15 - 40%
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.	
None	Other Category 0 - 0%

**Representative Textbooks and Materials:**

"Your Complete Guide to Computerized Job Search", by Pat Criscito - Barons Educational Series 1997