



**Credit by Examination is not granted for the following IT&CS Courses:**

ITCS 2012 Discrete Structures  
ITCS 2010 Systems Analysis  
ITCS 2080 Fundamentals of Software Engineering  
ITCS 2105 Web Programming II  
ITCS 2120 JavaScript Programming I  
ITCS 2140 CGI Programming I  
ITCS 2150 PHP Programming I  
ITCS 2170 Introduction to Active Server Pages  
ITCS 2190 Internet Specialist Capstone  
ITCS 2820 Java Programming II  
ITCS 2840 Visual C# .NET Programming II  
ITCS 2870 Data Structures I  
ITCS 2875 Computer Architecture and Organization  
ITDB 2425 Oracle Database Fundamentals II  
ITDB 2426 Microsoft SQL Server Maintenance  
ITIS 2100 Using Web-Based Collaboration Services  
ITIS 2501 Technical Communications Applications  
ITIS 2590 User Support Specialist Capstone  
ITON 2295 Operating Systems and Networking Capstone

**Information Technology & Computer Science Faculty**

Sue Baker, Professor  
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**Information Technology & Computer Science**

**Credit for Non-Traditional Learning Brochure**



**Credit-By-Exam**  
**Credit-By-Certification**  
**Credit-By-Substitution**

## Credit for Non-Traditional Learning

Students in Lakeland's Information Technology & Computer Science (IT&CS) Program often have questions about gaining credit toward a degree or certificate for experiences other than traditional classroom attendance. This brochure provides general information on a variety of ways this may be accomplished.

Lakeland's IT&CS faculty encourages efficiency in academic progress. Where students understand most of the material presented in a course, it is not efficient to require 30 or 40 hours attendance in the classroom. However, as faculty in an accredited institution of higher education, the primary concern is the effectiveness of the student's education. Awarding credit, then, is the result of confidence that relevant learning has occurred at an appropriate college level.

The IT&CS Department requires at least 50 percent of technical credits required for the AAB degree or the IT&CS certificate to be completed at Lakeland in the traditional format. Any IT&CS credits that are transferred into the IT&CS programs must be reviewed and approved by the IT&CS Department. See the College Catalog for further information.

### NOTE:

\* The combined credits received through Credit by Examination and Credit by Certification cannot exceed a total of 9 for a Degree and 3 for a Certificate. However, you are still responsible for meeting the credit requirements for your degree and for the college. You are highly encouraged to meet with your academic counselor regarding non-traditional credit.

### Substituting Courses

Students occasionally ask about substituting equivalent or higher-level courses for required courses. They may want to take the more advanced course for transfer to another college or another course may be more challenging or job relevant than the required course. Upon review by the IT&CS Department, certain courses may be substituted on an individual basis.

Substituting a required course will not reduce the total number of credits you need for your degree or certificate. The approval to substitute a course must be made by the department that is granting the degree or certificate to the student. You can obtain a Request for Credit/Waiver form from the Admissions office.

### Credit By Certification

Credit by Certification means that the student may receive credit for selected courses because of formal, noncollegiate learning

Lakeland's IT&CS department may award credit for selected courses (equivalent to existing IT&CS courses) when a formal examination has been successfully passed through an outside organization or hardware/software company. These companies include but are not necessarily limited to: Microsoft, and Oracle.

### Credit By Experience

The IT&CS Department uses the **Credit by Examination** option rather than credit by experience, to evaluate the student's skills and theoretical knowledge of the subject.

### Credit By Examination

Lakeland's IT&CS Department recognizes prior knowledge and/or experience as a substitute for course work using the Credit by Examination option.

The Credit by Examination option is for those students who, through non-classroom experience, are already familiar with the material in a course. Please be aware that much of the material in a number of the basic courses in the IT&CS program cannot be "experienced." The material may cover theory or technical details that cannot be effectively learned on-the-job. To ensure you are receiving the level of education that stands behind Lakeland's accredited programs, IT&CS faculty follow a structured process for reviewing applications for Credit by Examination.

Before considering applying for Credit by Examination you should:

- Review the course outline. (You can obtain a course outline from the office of the Dean of Business or the IT&CS Department Faculty)
- Review the textbook for the class and see if you are familiar with the contents including concepts and definitions.

If you feel confident that you know the material and are eligible you should apply following the Credit by Examination procedure.