



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Experiential Learning Portfolio for 32451378 IP PBX Installations

Student Contact Information:

Name: _____ Student ID# _____

Email: _____ Phone: _____

It is highly recommended that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
 - What did you learn?
 - How did you learn through your experience?
 - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
 - Label artifacts as noted in the competency
 - Scan paper artifacts
 - Provide links to video artifacts
 - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive “Met” on 6 of the 7 competencies.

32451378 IP PBX Installations, 4 Technical Diploma Credits

Course Description: This course focuses on installation and administration of Business Phone systems and IP PBX systems. Students will gain basic understanding of the functions and operation of Business and IP PBX systems. Manuals are used to administrate specific commands and features of systems. The student will be able to perform installation and removal of extensions and program special features system wide. Students focus on the generic installation and maintenance concerns of systems. System prints, charts, and manuals are used to familiarize students with the step-by-step procedures of installing and troubleshooting.

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

<p>Competency 1: Practice safety in order to protect self, others, and equipment</p>

<p>Criteria: Performance will be satisfactory when:</p>

- | |
|--|
| <ul style="list-style-type: none">• learner passes safety quiz with 100 percent• learner lists ten safety rules• learner distinguishes between safe and unsafe procedures• learner uses safe methods at all times as a personal habit |
|--|

<p>Learning Objectives:</p>

- | |
|--|
| <ul style="list-style-type: none">a. Recognize potential dangers when working around equipmentb. Apply safety practices when working around electrical circuitsc. Wear appropriate personal protective equipment |
|--|

<p>Required Artifacts: None</p>
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<p>Suggested Artifacts: None</p>

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Identify basic components of IP PBX

Criteria: Performance will be satisfactory when:

- learner identifies the main controller and its function
- learner identifies wiring and its function
- learner identifies different phone types and their functions
- learner identifies login process
- learner describes the administration process of components

Learning Objectives:

- a. List all IP PBX components
- b. Explain specific components functions
- c. Explain the login and administration processes

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Demonstrate use of owner's manual IP PBX

Criteria: Performance will be satisfactory when:

- learner identifies IP PBX operation manual
- learner finds sections needed to operate IP PBX
- learner follows instructions in manual to get IP PBX to operate

Learning Objectives:

- a. Identify IP PBX operations manual sections
- b. Explain how to use IP PBX manuals

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Demonstrate IP PBX cabling installation

Criteria: Performance will be satisfactory when:

- written assignment identifies all cable connections on backplane of IP PBX
- written assignment discusses correct wiring
- learner follows steps in manual to install IP PBX cabling

Learning Objectives:

- a. List all cables on PABX backplane
- b. Review all cable designations on PABX 1
- c. Demonstrate use of manuals to find cable designations

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Identify programming of special features of IP PBX

Criteria: Performance will be satisfactory when:

- learner explains terms related to configuration to program distinct feature
- learner describes functions of all special features available

Learning Objectives:

- a. List and define all special features
- b. Explain the purpose of all features

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Describe the IP PBX operation system

Criteria: Performance will be satisfactory when:

- learner identifies system components
- learner documents the structure of the IP PBX

Learning Objectives:

- a. Explain specific operation function of IP PBX systems
- b. List sequence of order of IP PBX channels of operations

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Apply logical approaches to troubleshooting methods

Criteria: Performance will be satisfactory when:

- learner lists and explains troubleshooting strategy
- learner demonstrates sequential order of troubleshooting
- learner demonstrates habit of following a set procedure

Learning Objectives:

- a. Define steps associated with troubleshooting
- b. Explain different strategies for troubleshooting a network environment

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

