



North Central State College
MASTER SYLLABUS
2018-2019

- A. Academic Division: Business, Industry, and Technology
- B. Discipline: Information Technology – Cyber Security
- C. Course Number and Title: ITEC2500 - Capstone for Cyber Security Professionals
- D. Course Coordinator: Jesse Payne
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

- E. Credit Hours: 3
Lecture: 2 hours
Laboratory: 2 hours
- F. Prerequisites: ITEC2410 (minimum grade C-), ITEC2430 (minimum grade C-), COMM1010, ENGL1030,
- G. Syllabus Effective Date: Fall 2018
- H. Textbook(s) Title:

Illustrated Course Guides: Professionalism

- Author: Jeff Butterfield
- Copyright Year: 2017
- Edition: 2nd Edition
- ISBN: 9781337509121 (digital) or 9781337119269 (print copy)

Illustrated Course Guides: Verbal Communication

- Author: Jeff Butterfield
- Copyright Year: 2017
- Edition: 3rd Edition
- ISBN: 9781337511582 (digital copy), 9781337119283 (print copy)

Illustrated Course Guides: Written Communication

- Author: Jeff Butterfield
- Copyright Year: 2017
- Edition: 3rd Edition
- ISBN: 9781337509268 (digital copy), 9781337119290 (print copy)

Ethics in Information Technology

- Author: Rynolds
- Copyright Year: 2019
- Edition: 6th
- ISBN: 9781337405874

I. Workbook(s) and/or Lab Manual: None

J. Course Description: This course requires students to work in teams to analyze, design, implement, and manage solutions for a comprehensive project. Teams document and present their work in formal settings throughout the course. Final presentations are reviewed by one or more information technology professionals.

K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	Project reports – Written Communication VALUE rubric - weeks 4, 8, 12, and 16
Communication – Speech	Project presentations - Oral Communication VALUE rubric - weeks 4, 8, 12, and 16
Intercultural Knowledge and Competence	Interviews with IT professionals, subject matter experts, and project stakeholders – Intercultural Knowledge and Competence VALUE rubric - weeks 1-7
Critical Thinking	Project needs assessments, constraints, timelines, and resource requirements – Critical Thinking VALUE rubric - weeks 1-16
Information Literacy	Correct interpretation and implementation of network documents, policies, and procedures – Information Literacy VALUE rubric - weeks 1-16
Quantitative Literacy	Project worksheets at end of course: Network metrics, baselines, and performance calculations - Quantitative Literacy VALUE Rubric - weeks 1-16

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Demonstrate effective professional behavior and communications in simulated business settings.	Oral and written presentations weeks 4, 8, 12, 16
2. Demonstrate cooperation and effectiveness in project team environments.	Written peer evaluation forms weeks 4, 8, 12, 16
3. Develop detailed written assessments of the project’s requirements, constraints, and scope and a general approach to project fulfillment.	Written report assessed by a writing rubric weeks 4, 8, 12, 16
4. Develop detailed written solutions to meet the project requirements.	Written report assessed by a writing rubric weeks 4, 8, 12, 16
5. Prepare and present the solution or solutions to be developed as prototypes, models, simulations, or demonstrations in oral and/or written form.	Oral and written presentation materials, prepared by team and individual students, assessed by writing and speech rubrics weeks 4, 8, 12, 16

Outcomes	Assessments – How it is met & When it is met
6. Develop formal project plan documents including timelines, milestones, and resource requirements using project management software.	Written report assessed by a writing rubric weeks 4, 8, 12, 16
7. Prepare a final presentation demonstrating the prototypes, models, simulations, policies, or products, etc., developed with respect to the project’s requirements.	Oral and written presentation materials, prepared by team and individual students, assessed by writing and speech rubrics weeks 4, 8, 12, 16
8. Relate “lessons learned” with respect to the project’s goals and objectives, challenges and rewards, including suggestions for improving the course.	Oral and written presentation materials, prepared by team and individual students, assessed by writing and speech rubrics weeks 4, 8, 12, 16

M. Topical Timeline (Subject to Change):

Project Assignment

- a. Project description, weeks 1-2
- b. Project structure, weeks 1-2
- c. Team structure, weeks 1-2
- d. Project scope, weeks 1-2
- e. Project evaluations, weeks 1-16

Textbook - Professionalism:

- Unit A. Presenting yourself professionally, week 1
- Unit B. Developing a Professional work ethic, week 2
- Unit C. Developing your interpersonal skills, week 3
- Unit D. Winning at office politics, week 4
- Unit E. Planning and managing your career week 5

Textbook - Verbal Communication:

- Unit A. Understanding the basics of verbal communications, week 6
- Unit B. Working with customers, week 7
- Unit C. Developing professional telephone skills, week 8
- Unit D. Improving informal communications, week 9
- Unit E. Making formal presentations, week 10

Textbook - Written Communication:

- Unit A. Communicating with Email and memos, week 11
- Unit B. Uncovering the secrets of clear writing, week 12
- Unit C. Developing reports and proposals, week 13
- Unit D. Writing for employment, week 14
- Unit E. Writing professional letters, week 15

N. Course Assignments:

1. Unit Tests
2. Team Project & Report
3. Oral and Written Presentations
4. Interview

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average

80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.