A. **Academic Division:** Business, Industry, and Technology

B. **Discipline:** Information Technology – Networking

C. **Course Number and Title:** ITEC2700 - Capstone for Networking Professionals

D. **Course Coordinator:** Brian Baldridge  
   **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:** ITEC 1665 (minimum grade of C-), ITEC 1690 (minimum grade of C-), ITEC 2665 (minimum grade of C-), ITEC 2670c, BUSM 1260, COMM 1010, ENGL 1030, STAT 1010

G. **Syllabus Effective Date:** Fall 2020

H. **Textbook(s) Title:**

   **Illustrated Course Guides: Professionalism - Soft Skills for a Digital Workplace**
   - Jeff Butterfield
   - 2017, 2nd Ed.
   - 142 pages
   - Cengage Learning

   **Illustrated Course Guides: Verbal Communication - Soft Skills for a Digital Workplace**
   - Jeff Butterfield
   - 2017, 3rd Ed.
   - 136 Pages
   - Cengage Learning

   **Illustrated Course Guides: Written Communication - Soft Skills for a Digital Workplace**
   - Jeff Butterfield
   - 2017, 3rd Ed.
   - 136 Pages
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:

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

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Assessments – How it is met &amp; When it is met</th>
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<tbody>
<tr>
<td>1. Demonstrate effective professional behavior and communications in simulated business settings.</td>
<td>Oral and written presentations weeks 4, 8, 12, 16</td>
</tr>
<tr>
<td>2. Demonstrate cooperation and effectiveness in project team environments.</td>
<td>Written peer evaluation forms weeks 4, 8, 12, 16</td>
</tr>
<tr>
<td>3. Develop detailed written assessments of the project’s requirements, constraints, and scope and a general approach to project fulfillment.</td>
<td>Written report assessed by a writing rubric weeks 4, 8, 12, 16</td>
</tr>
<tr>
<td>4. Develop detailed written solutions to meet the project requirements.</td>
<td>Written report assessed by a writing rubric weeks 4, 8, 12, 16</td>
</tr>
<tr>
<td>5. Prepare and present the solution or solutions to be developed as prototypes, models, simulations, or demonstrations in oral and/or written form.</td>
<td>Oral and written presentation materials, prepared by team and individual students, assessed by writing and speech rubrics weeks 4, 8, 12, 16</td>
</tr>
<tr>
<td>6. Develop formal project plan documents including timelines, milestones, and resource requirements using project management software.</td>
<td>Written report assessed by a writing rubric weeks 4, 8, 12, 16</td>
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</tbody>
</table>
### Outcomes

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<td>7. Prepare a final presentation demonstrating the prototypes, models, simulations, policies, or products, etc., developed with respect to the project’s requirements.</td>
<td>Oral and written presentation materials, prepared by team and individual students, assessed by writing and speech rubrics weeks 4, 8, 12, 16</td>
</tr>
<tr>
<td>8. Relate “lessons learned” with respect to the project’s goals and objectives, challenges and rewards, including suggestions for improving the course.</td>
<td>Oral and written presentation materials, prepared by team and individual students, assessed by writing and speech rubrics weeks 4, 8, 12, 16</td>
</tr>
</tbody>
</table>

### 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. Peer evaluations
4. Oral and Written Presentations

### O. Recommended Grading Scale:

<table>
<thead>
<tr>
<th>NUMERIC</th>
<th>GRADE</th>
<th>POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>3.67</td>
<td>Superior</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>80–82</td>
<td>B-</td>
<td>2.67</td>
<td>Above Average</td>
</tr>
<tr>
<td>77–79</td>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>73–76</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
</tbody>
</table>
P. **Grading and Testing Guidelines:**

Click here to enter text.

Q. **Examination Policy:**

Click here to enter text.

R. **Class Attendance and Homework Make-Up Policy:**

Click here to enter text.

S. **Classroom Expectations:**

Click here to enter text.

T. **College Procedures/Policies:**

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/2017-2018%20SYLLABUS%20SUPPLEMENT.pdf) located at

The information can also be found [Choose an item].