North Central State College
MASTER SYLLABUS
2020-2021

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
- eBook: ISBN-10: 1337509124   ISBN-13: 9781337509121
- Bound Book: ISBN-10: 1337119261   ISBN-13: 9781337119269

Illustrated Course Guides: Verbal Communication - Soft Skills for a Digital Workplace
- Jeff Butterfield
- 2017, 3rd Ed.
- 136 Pages
- Cengage Learning
- eBook: ISBN-10: 1337511587   ISBN-13: 9781337511582
- Bound Book: ISBN-10: 1337119288   ISBN-13: 9781337119283

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

- Cengage Learning
- eBook: ISBN-10: 1337509264   ISBN-13: 9781337509268
- Bound Book: ISBN-10: 1337119296   ISBN-13: 9781337119290

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

J. <u>Course Description</u>: 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. <u>College-Wide Learning Outcomes</u>:

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. <u>Course Outcomes and Assessment Methods</u>:

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
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

Outcomes	Assessments – How it is met & When it is met
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. Peer evaluations
4. Oral and Written Presentations

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.   <u>Grading and Testing Guidelines</u>:

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Q.   <u>Examination Policy</u>:

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R.   <u>Class Attendance and Homework Make-Up Policy</u>:

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S.   <u>Classroom Expectations</u>:

Click here to enter text.

T.   <u>College Procedures/Policies</u>:

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/2017-2018%20SYLLABUS%20SUPPLEMENT.pdf

The information can also be found Choose an item.