



North Central State College
MASTER SYLLABUS
2019-2020

A. Academic Division: Business, Industry and Technology

B. Discipline: Information Technology

C. Course Number and Title: ITEC2990 Seminar

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: 1

F. Prerequisites: ITEC2980 (must be concurrent)
Student must have completed 18 semester credit hours of ITEC classes with a C- or better.
Students must get permission of the instructor to enroll in this class.

G. Syllabus Effective Date: Fall, 2019

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)

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

J. Course Description: This course is taken concurrently with ITEC2980 Cooperative Work Experience. Students will discuss their work place experiences, identify the skills required, assess their performance, and present their learning experience and how it prepared them for a career in Information Technology. Students must obtain permission from the instructor to enroll in this class. This class is Pass/No Pass (P/NP).

K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

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
Communicate effectively by preparing and presenting a presentation of the results of the work experience.	Prepare and present a Cooperative Work Experience presentation week 14-16.
Communicate effectively by submitting a properly written report that details the student’s assessment of his/her work experience.	Written report, week 14-16.
Identify the knowledge, skills and abilities required in the workplace	Written report, week 3
Self-assess knowledge, skills and abilities and develop a professional growth plan	Written report, week 16

M. Topical Timeline (Subject to Change):

Timeline may vary depending on the business site.

Employer’s expectations and skills required to be successful	Weeks 1-3
Skills acquired during the ITEC program and how the skills apply in the work experience	Weeks 8-16
Skill gaps and professional development plans	Weeks 4-16
Work place issues	Weeks 1-16

N. Course Assignments:

Tests
 Discussions
 Presentation
 Final paper

O. Recommended Grading Scale:

This class is pass/fail.

100 -74	P
73 - below	NP

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/SYLLABUS%20SUPPLEMENT.pdf) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.