



## North Central State College

### MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Information Technology – Networking
- C. Course Number and Title: ITEC2700 - Capstone for Networking Professionals
- D. Assistant Dean: Brooke Miller, M.B.A.
- 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. Last Course/Curriculum Revision Date: Fall 2025    Origin date: 02/17/2014
- 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. 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
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. 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

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

**<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>**



North Central State College  
SYLLABUS ADDENDUM

<b>Academic Division:</b>	Engineering Technology, Business & Criminal Justice Division	<b>Discipline:</b>	Information Technology
<b>Course Coordinator:</b>	Daniel Foss		
<b>Course Number:</b>	ITEC-2700-01	<b>Course Title:</b>	Capstone for Networking Professionals
<b>Semester / Session:</b>	Spring 2026	<b>Start / End Date:</b>	1/12/2026 - 5/8/2026

**Instructor Information**

<b>Name:</b>	Daniel Foss Associate Professor	<b>Credentials:</b>	M.Ed. Curriculum and Instruction – Computer B.S. Education
<b>Phone Number:</b>	419-755-4728	<b>E-Mail Address:</b>	dfoss@ncstatecollege.edu
<b>Office Location:</b>	Kehoe Room 139	<b>Office Hours:</b>	By appointment: Mondays 3:00 PM – 4:30 PM Tuesdays, 8:00 AM -11:30 AM Other times via Zoom: <a href="https://tinyurl.com/ITEC-Office-Hours">https://tinyurl.com/ITEC-Office-Hours</a>

**Required Textbooks**

Illustrated Course Guides:  
Professionalism – Soft Skills for a  
Digital Workplace

Author: Jeff Butterfield  
Edition: 2nd Edition (Current)  
Year: 2017  
Publisher: Cengage Learning  
Pages: 142  
*Bound Book:* ISBN-10:  
1337119261 | ISBN-13:  
9781337119269  
*eBook:* ISBN-10: 1337509124 |  
ISBN-13: 9781337509121

Illustrated Course Guides: Verbal  
Communication – Soft Skills for a  
Digital Workplace

Author: Jeff Butterfield  
Edition: 3rd Edition (Current)  
Year: 2017  
Publisher: Cengage Learning  
Pages: 136  
ISBNs:  
*Bound Book:* ISBN-10:  
1337119288 | ISBN-13:  
9781337119283  
*eBook:* ISBN-10: 1337511587 |  
ISBN-13: 9781337511582

Illustrated Course Guides: Written  
Communication – Soft Skills for a  
Digital Workplace

Author: Jeff Butterfield  
Edition: 3rd Edition (Current)  
Year: 2017  
Publisher: Cengage Learning  
Pages: 136  
ISBNs:  
*Bound Book:* ISBN-10:  
1337119296 | ISBN-13:  
9781337119290  
*eBook:* ISBN-10: 1337509264 |  
ISBN-13: 9781337509268

I. Topical Timeline / Course Calendar (Subject to Change – refer to Canvas for schedule):

Week	Modules Covered	Assignments & Outcomes	Due Date (Friday)
1	Orientation & Project Kickoff	Project description; Project structure; Team structure; Project scope; Professionalism Pacing Guide; Networking Project Week 1; LAN/WAN Networking Project (Technical); Network Prototypes; ITEC Project Room 139; ITEC Project Room 141; Proposal Presentation Delivery Networking; Textbook – Professionalism: Unit A – Presenting Yourself Professionally	16-Jan-26
2	Networking Project Progress	Continue Project description, structure, scope; Networking Project Week 2; First Peer Evaluation – Networking Project; Textbook – Professionalism: Unit B – Developing a Professional Work Ethic	23-Jan-26
3	Networking Project & Exam	Networking Project Week 3; Second Peer Evaluation – Networking Project; Test 1: Professionalism Units A & B / Written & Verbal Parts 1 & 2; Textbook – Professionalism: Unit C – Developing Your Interpersonal Skills	30-Jan-26
4	Networking Project Wrap-Up	Networking Project Week 4; Final Peer Evaluation for LAN/WAN Project; Textbook – Professionalism: Unit D – Winning at Office Politics; Outcome Assessments Begin: Oral & Written Presentations; Peer Evaluations; Written Reports	6-Feb-26
5	Post-Network Presentation	Networking Project Week 5; Final Peer Evaluation (Post Network Presentation); Textbook – Professionalism: Unit E – Planning and Managing Your Career	13-Feb-26
6	Server Project Kickoff & Exam	Server Project Week 6; Server Administration Project (Technical); Server Prototypes; Test 2: Unit C (Professionalism) & Parts 3; Textbook – Verbal Communication: Unit A – Understanding the Basics of Verbal Communications	20-Feb-26
7	Server Project Progress	Server Project Week 7; First Peer Evaluation – Server Project; Textbook – Verbal Communication: Unit B – Working with Customers	27-Feb-26
8	Server Project Midpoint	Server Project Week 8; Second Peer Evaluation – Server Project; Textbook – Verbal Communication: Unit C – Developing Professional Telephone Skills; Outcome Assessments: Oral & Written Presentations; Peer Evaluations; Written Reports	6-Mar-26
	No Class	<b>Spring Break</b>	20-Mar-26
9	Server Project & Exam 3	Server Project Week 9; Third Peer Evaluation – Forms Submission; Test 3: Unit D / Part 4; Textbook – Verbal Communication: Unit D – Improving Informal Communications	27-Mar-26
10	Server Project Wrap-Up	Server Project Week 10; Final Peer Evaluation for Server Project 2; Textbook – Verbal Communication: Unit E – Making Formal Presentations	3-Apr-26
11	Wireless Project Kickoff	Wireless Project Week 11; Third Project – Wireless Networking Project (Technical); Textbook – Written Communication: Unit A – Communicating with Email and Memos	10-Apr-26
12	Wireless Project & Exam 4	Wireless Project Week 12; Test 4: Unit E / Part 5; Textbook – Written Communication: Unit B – Uncovering the Secrets of Clear Writing; Outcome Assessments: Oral & Written Presentations; Peer Evaluations; Written Reports	17-Apr-26
13	Wireless Project Progress	Wireless Project Week 13; Textbook – Written Communication: Unit C – Developing Reports and Proposals	24-Apr-26
14	Wireless Project Wrap-Up	Wireless Project Week 14; Textbook – Written Communication: Unit D – Writing for Employment	1-May-26
15	Final Prep	Wireless Project Week 15; Textbook – Written Communication: Unit E – Writing Professional Letters	8-May-26

**II. Grading and Testing Guidelines:**

Category	Count	Points	Weight
Labs	85	850	40%
Quizzes	65	650	30%
Exams	10	500	30%

Grading scale is the college 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

**III. Examination Policy:**

- All exams must be submitted through Canvas.
- You may reference online videos and documentation, as well as other reputable sources.
- Collaboration on exams is not permitted unless explicitly authorized.
- AI tools (e.g., Copilot, ChatGPT) are not allowed during quizzes or exams.
- Free Tutoring Service is available: <https://ncstatecollege.edu/student-services/tutoring/>

**Assignment Policy:**

- All assignments must be submitted using Canvas.
- AI Tools like Copilot and ChatGPT may be used for feedback or clarification, but final submissions must reflect your own independent work.
- Use of the online materials and videos for reference is encouraged.
- You may consult documentation, tutorials, and forums for guidance.
- Download, complete, and upload your own work. All submitted project files must be your own original work.
- Plagiarism or submission of work not your own is a serious offense and may result in course failure.
- If you need assistance with the course assignments, contact the Tutoring Department or the Instructor. Tutoring Information (free) can be found at: <https://ncstatecollege.edu/student-services/tutoring/>

**IV. Course Attendance and Late Assignment Policy:**

- Class attendance is recorded by completion of weekly assignments and activities.
- Assignments are due before midnight every Friday.
- Early submissions are encouraged.
- Except for the final project, all assignments are allowed to be submitted late.
- Each assignment builds on previous work, do not skip assignments. If it is late, submit as soon as possible.
- If you anticipate missing a deadline, contact the instructor in advance to discuss possible accommodation.
- Excused absences include:
  - a. Hospitalization
  - b. Death in the family
  - c. Personal illness or illness in immediate family
  - d. Military leave
  - e. Travel for employment

**V. Course Expectations:**

- All students are expected to demonstrate professional behavior and use language appropriate for the learning experience, both written and orally.
- For online classes, students are required to have access to an internet connection and a laptop or desktop computer. Chromebooks are not adequate for this course.
- MacBooks are acceptable, however, there may be some assignments that can only be completed on a Windows computer.
- The college provides free computer labs - <https://ncstatecollege.edu/student-services/computer-labs/> and loaner laptops - <https://ncstatecollege.edu/advocacy-and-resources/> - select Technology Resources