



ITSC 2335 088: Application Software Problem Solving (Online)

Course Syllabus: Spring 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 – 11:00 3:30 - 4:00	9:00 – 11:00 3:30 - 4:00	9:00 – 11:00 3:30 - 4:00	9:00 – 11:00 3:30 - 4:00	None	By Appointment

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Catalog Course Description: (3 Semester Credit Hours)

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

Prerequisite(s): Instructor Approval

Student Learning Outcomes:

- Students will evaluate project parameters.
- Students will design and document a solution based on the project parameters.
- Students will implement the solution.
- Students will present the project.

Evaluation/Grading Policy:

Quizzes: 25%

Final Exam: 20%

Practice Assignments: 25%

Semester Project: 30%

Quizzes

There will be quizzes covering different aspects of problem solving and project management. These quizzes will consist of mostly multiple-choice questions with possibly a few short answer questions as well. Students will be allowed to use course instructional materials for reference.

Final Exam

The Final Exam will consist of short answer questions relating to problem solving and project management that will be covered during the semester. Instructional materials can be used for reference during the exam.

Practice Assignments

There will be a series of practice assignments designed to reinforce problem solving and project management concepts.

Project

Considerable time will be spent analyzing, planning, and implementing solutions to a semester project. The project will be split up into different phases and will culminate into a final website which presents all the deliverables created during the phases.

Required Instructional Materials:

Required Textbook

No formally required textbook. Instructional materials will be made available during the semester.

Publisher: Not Applicable

ISBN Number: Not Applicable

Optional Instructional Materials:

Problem Solving and Decision Making (Author: Jeff Butterfield, Publisher: Cengage)

Information Technology Project Management (Author: Kathy Schwalbe, Publisher: Cengage)

Minimum Technology Requirements:

You will need to have a dependable personal computer to complete the work for this course. You will also need to have the ability to run XAMPP and WordPress from a USB drive on your local computer. More information on this topic will be provided.

Required Computer Literacy Skills: Basic computer literacy skills and abilities such as typing, copy / paste, file management are required in order to be successful in this course. Experience and the ability to use Microsoft Office programs such as Word, Excel, and PowerPoint is also needed.

Course Structure and Overview:

This course will be delivered through the online format using NTCC's Blackboard Learning Management System. The following general course information provides additional detail regarding expectations for the course.

Several elements are essential for your success in this course. You will need to be aware and understand these fully prior to starting the course.

- Online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Assignments are due by the posted due dates so keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings, assignments, quizzes, and exams.
- You must have continuous access to a working and dependable computer and Internet provider.
- A USB flash drive for file storage and transport as well as headphones for listening to online lectures and other videos is recommended.
- Be prepared and read the appropriate material in the textbook as well as view the related course videos.
- You are expected to turn in completed assignments through Blackboard. Any assignments marked late by the interface may receive up to a 10% late penalty.
- No assignments will be accepted unreasonably late.
- Unless specifically indicated by the instructor, collaboration on assignments among students is not intended or allowed. Assignments are to be performed individually, and any material handed in by a student should represent that student's own work.
- If two students turn in assignments that are identical or very nearly identical, BOTH students will be given a 0 for that assignment. Don't copy another student's work, and don't let someone else copy yours.

Communications:

The best method for communication with the instructor is through email wmcwhorter@ntcc.edu Every effort will be made to respond within 24 hours to student emails. It might take up to 48 hours on weekends. Students can also communicate in person outside of class by visiting the instructor during official office hours.

Course Policies:

Withdrawal

Students who wish to drop the course must do so by the deadline for student-initiated withdrawal. If circumstances cause you to stop attending classes, then you must still officially withdraw or expect to receive an F in the course. In addition, the instructor may withdraw a student from the course if the student fails to attend three consecutive class meetings.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (NOTE: instructor reserves the right to make adjustments to this timeline at any point in the term): See Attached Sheet

Tentative Schedule Spring 2020

Northeast Texas Community College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Week	Monday	Textbook Readings and Lecture
1	January 20	Course Introduction
2	January 27	Problem Solving Part 1: Identifying and Defining Problems
3	February 3	Problem Solving Part 2: Solving the Problem
4	February 10	Problem Solving Part 3: Thinking Critically
5	February 17	Problem Solving Part 4: Group Decision Making and Problem Solving
6	February 24	Problem Solving Part 5: Decision Support Tools
7	March 2	Introduction to Project Management Project Integration Management Project Scope Management Project Time Management
8	March 9	Project Cost Management Project Human Resource Management Project Communications Management
	March 16	SPRING BREAK
9	March 23	Using Project Management Software
10	March 30	Installing and Running XAMPP / WordPress
11	April 6	Work on Semester Project
12	April 13	Work on Semester Project
13	April 20	Work on Semester Project
14	April 27	Finish and Submit Semester Project
15	May 4	Final Exam
16	May 11	Final Exam