



# **Itsc 2335: Application Software Problem Solving**

## **Course Syllabus: Spring 2018**

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

**Will McWhorter, Ph.D.**

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<b>Office Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Online</b>
	9:00 - 9:30	9:00 - 9:30 1:30 - 3:00	9:00 - 9:30 12:00 - 1:30	9:00 - 9:30 1:30 - 3:00	None	By Appointment

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description (include prerequisites):** Utilization of current application software to solve advanced problems and generate customized solutions. This course constitutes a capstone course for students enrolled in a certificate program.

**Required Textbook(s):**

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

**Publisher:**

**ISBN Number:**

**Recommended Reading(s):**

Problem Solving and Decision Making (Author: Jeff Butterfield)  
Information Technology Project Management (Author: Kathy Schwalbe)

**Student Learning Outcomes:**

1. Students will demonstrate an understanding of skills and techniques used to identify and define problems.
2. Students will demonstrate an understanding of skills and techniques used to develop a problem solution.
3. Students will demonstrate an understanding of skills and techniques used think critically regarding problems and potential solutions.
4. Students will demonstrate an understanding of skills and techniques used in group decision making.
5. Students will demonstrate the ability to use decision support tools to aid in developing problem solutions.
6. Students will demonstrate the ability to use project management software to plan and manage a project.
7. Students will be able to identify and plan various subtypes of project management.
8. Students will demonstrate teamwork and the ability to work successfully in a group environment.

**Exemplary Educational Objectives:**

N/A

**SCANS Skills:**

(C1,C5,C6,C7,C8,C10,C12,C13,C15,C16,C18,C19,F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F11,F12,F13,F14,F15,F16,F17)Academic transfer - type N/A

**Lectures & Discussions:**

Lectures will cover relevant topics related to problem solving and project management. Software tools and related technology will also be incorporated into the course to augment lecture topics.

**Evaluation/Grading Policy:**

Quizzes: 25%

Final Exam: 25%

Review Questions: 20%

Project: 30%

**Exams and Quizzes:**

Quizzes will cover various concepts related to problem solving techniques and project management.

**Review Questions:**

Review questions will be completed to reinforce lecture concepts.

**Security Design Project:**

You will be required to complete a project that incorporates problem solving and project management concepts learned throughout the course. More information will be provided with the project details.

**Other Course Requirements:**

Supplies Needed: Materials for taking notes and a USB jump drive.

**Student Responsibilities/Expectations:**

Be prepared and read the appropriate material in the textbook.

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.

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 a student is found cheating, their overall class grade will be reduced by a minimum of one letter grade, and the student may receive an F depending on the situation. 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.

**NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

**Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**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.

**Other Course Policies:****STUDENT CONDUCT IN CLASS POLICY:**

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.