

RANGER COLLEGE
SYLLABUS
Fall & Spring Semester 2010

COURSE NUMBER AND TITLE: ITSC 2335 -- Application Problem Solving

CREDIT HOURS: 3 **HRS/WK LEC:** 2 **HRS/WK LAB:** 2 **LEC/LAB COMB:** 4

Name of Instructor: Van Evans Office Location: Business Building Office Phone: 254-647-3234

Location: Ranger College, Main Campus

E-Mail:

vevans@rangercollege.edu

Office Hours:

Monday / Wednesday	Tuesday / Thursday
8:00 - 9:15	Ranger College - Stephenville
2:40 - 3:55	
By special appointment	

I. CATALOG DESCRIPTION:

Utilization of current application software to solve advanced problems and generate customized solutions, involving project and software specific to a specific curricular area.

II. REQUIRED BACKGROUND/PREREQUISITES:

Students must have sophomore standing and approval of the instructor.

III. TEXTBOOKS AND MATERIALS:

Business Etiquette and Protocol, Bennett, South-Western Publishing, 2002

How to Find and Apply for a Job, Kushner and Humphrey, South-Western Publishing, 2001

Online Resume and Job Search, Barksdale & Rutter, South-Western Publishing, 2000

Other required textbook and/or materials will vary according to the project(s) to be completed in the course. Students should consult with the instructor to determine the needed texts and materials.

IV. METHODS OF INSTRUCTION:

Projects are to be completed independently by the student, under the guidance of the instructor.

V. SCANS SKILLS:

READING:

1.1 Locate, understand, interpret written information in prose and in documents as manuals, graphs, schedules

RESOURCES:

4.1 Allocates time

4.3 Allocates materials / facilities

INFORMATION:

6.4 Uses computers to process information

TECHNOLOGY: WORKS WITH A VARIETY OF TECHNOLOGIES:

8.1 Selects technology

8.2 Applies technology to task

THINKING SKILLS:

9.2 Decision making

9.3 Problem solving

9.6 Reasoning

PERSONAL QUALITIES:

10.1 Responsibility

V. COURSE OBJECTIVES:

After completing the material presented in this course, the student should be able to do the following:

1. Utilize current computer technology to solve advanced problems. (SCANS 1.1, 6.4, 8.1, 8.2, 9.2, 9.3, 9.6)
2. Evaluate project parameters and develop a course of action. (SCANS 4.1, 4.3, 10.1, 10.4)
3. Generate solutions by applying various functionality of current application software. (SCANS 6.4, 8.1, 8.2)
4. Evaluate project results. (10.1, 10.4)

VI. COURSE OUTLINE:

Week	Activity
#1	Opening Windows of Opportunity Searching for Jobs
#2	Basic Resume Elements Your Personal Information Database
#3	Primary Resume formats Writing Chronological Resumes Writing Functional Resumes Writing Targeted resumes
#4	Paper & Electronic resumes Application & Follow-Up Correspondence
#5	Landing the Job You Want Locating the Hot Jobs
#6	Your Personal Assets The Winning Resume
#7	The Application Process The Interview
#8	Succeeding on the Job
#9	Business Etiquette: The Basics Corporate Dress and Presentation
#10	Interacting with People
#11	Office Etiquette Meetings
#12	Dining Etiquette Drinking & Dining Etiquette
#13	International Customs & Table Manners
#14	Other Do's & Don'ts
#15	Evaluate Performance
#16	Evaluate Performance

The schedule and procedures in this course are subject to change in the event of extenuating circumstances. Daily assignments, as well as tests, will include a written component.

VIII. COURSE/CLASSROOM POLICIES:

1. Attendance/Punctuality. Because this is a TBA (to be arranged) course, the instructor and the student will determine appropriate times for the student to complete the course requirements.
2. Participation. The student should participate in this capstone course by working independently as much as possible. The instructor will be available for guidance. The student should take the initiative to apply technical and workplace skills while completing the course.

3. Missed Assignments/Make-up Policy. Work may be made up for absences due to authorized College activities. Make-up work is due within two weeks of the absence, and it is the student's responsibility to see that work is completed within an appropriate time frame.
4. Academic Dishonesty. Cheating or unethical behavior is grounds for dismissal from the course with a grade of "F". You are expected to behave in an honest way.
5. Student Behavior. You should behave in a business-like and ethical way.
6. Due dates. Assigned work must be completed and submitted to the instructor by the due date.
7. Available Support Services. Library, Computer Lab, Student Services
8. ADA statement: Ranger College provides a variety of services for students with learning and/or physical disabilities. The student is responsible for making the initial contact with the Ranger College Counselor. It is advisable to make this contact before or immediately after the semester begins.

IX. LAB POLICIES:

1. You may use the computer lab to complete projects.
2. No food, drink or tobacco is allowed in the lab.
3. VIRUS ALERT! Students are not allowed to use the same diskettes in the lab and on other computers. You must use separate diskettes if you wish to do some of your lab work at home or on any computer that is not in our lab. Do not bring ANY outside disks into our lab—this includes CD-ROM disks. Do not download any files from the Internet.
4. All lab users must sign and abide by the “Acceptable Use Policy”.

X. ASSESSMENT:

Grading Procedures. The following grades will be averaged to determine your course grade:

	<u>Related Course Objectives:</u>
_____ Utilization of current computer technology	1
_____ Student evaluation of project parameters and development of course of action	2
_____ Quality of generated solutions	3
_____ Student evaluation of project results	4

A = 90 - 100 % B = 80 - 89 % C = 70 - 79 % D = 60 - 69 % F = Below 60 %

XI. NON-DISCRIMINATION STATEMENT:

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, and national origin.

XII. RECEIPT OF SYLLABUS FORM:

(Separate Page: required of all the students enrolled in a course and signed form filed by instructor – see next page)

Syllabus Receipt
ITSC 2335
Application Problem Solving

Please print:

Name: _____

Phone: _____

Hometown: _____

E-Mail Address: _____

What is your educational goal at Ranger College? (Check one option.)

_____ 1. To complete an Associate of Arts or Science degree and transfer to a four-year university.

_____ 2. To complete an Associate of Arts or Science degree for employment or personal purposes.

_____ 3. To complete courses (but not a degree) to transfer to another college.

_____ 4. To complete courses (but not a degree) for employment or personal purposes.

_____ 5. To complete an Associate of Applied Science Degree in a Workforce Education program. (Check which program.):

_____ Computer Information Technology

_____ Office Technology

_____ Welding Technology

_____ 6. To earn a one-semester or one-year Certificate of Completion in a Workforce Education program. (Check which program.):

_____ Computer Information Technology

_____ Cosmetology

_____ Office Technology

_____ Vocational Nursing

_____ Welding Technology

Student Understanding

A course syllabus has been given to me. It has been explained to the class and I have been given the opportunity to ask questions about the syllabus. I understand the policies and procedures of the course and I agree to abide by them. It will be my responsibility to be prepared for class.

Student Signature

Date