

# ITEC 3650 Guided Applications in Information Technology and Industry Processes

**Course Title:** ITEC 3650  
**Semester:** Fall 2017, IT Ruby  
**Class location:** UALR Campus EIT 218 / 217 (Breakout)  
**Class times:** 12:15pm – 2:55PM  
**Class days:** Monday/Wednesday

**Prerequisite:** Grade of A or B in ITEC 3610

The syllabus is the governing document for the Fall 2017 semester.

## Faculty

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Faculty Office Hours: By appointment

## Attendance

Your attendance is required. The semester is very challenging in both content and time. You and your team will suffer from your absence. If you were going to miss work or be late for work, you would inform your employer, so let one of your team members know **and** contact one of the faculty team by e-mail. Please keep a copy of your e-mail. Excessive absences will be reflected in the final grade

## Texts and Supplies

- One Flash Drive (minimum 1G) or comparable cloud storage

## Grading

**Your grade will be based on these areas:**

- Data Structure Analysis, Entity Relationships, SQL and Reporting: 25% comprised of assignments and assessments. (assignments 15%, assessment 10%)
- Web Design 25% including a personal web based portfolio and in-class assessment and assignments. (Project and assignments 15%, assessment 10%)
- Soft skills 25% comprised of meeting management, client relations, attendance, class participation, preparedness and additional components as assigned.
- Team project 15% A grade of "I" for Incomplete will be given to every member of the team until all elements of the project are completed.
- Internal evaluation 10% of which is the final component of the grade. It is a subjective measure. (Peer evaluation 4%, faculty evaluation 6%)

## Grading Scale

- A 90% – 100% (Above Mastery)
- B 80% – 89% (Mastery)
- C 70% – 79%
- D 60% – 69%
- F Below 60%

### Caution:

- Only assignments completed and turned in by deadlines will be considered for Above Mastery (A). Once an assignment is submitted, it is graded and returned. If an assignment needs corrections, those instructions will be given and the grade will remain pending until corrections are complete. The instructions will also include a deadline for submission. There will be a grade penalty for submitting assignments in stages (unless assigned that way) or submitting the same assignment multiple times. Submit only the work you want graded.
- Plan ahead for problems with emailing assignments.
- Due to the cumulative nature of the course content only students who have received a grade of B or higher will be eligible to register for ITEC 4610 the following semester.

## Curriculum

There are three main components to the curriculum for ITEC 3650: technical skills, business concepts, and behavioral communication (soft skills). The technical component consists primarily of 1) database management, 2) web design/Internet applications and 3) applied JavaScript. The second component, business concepts, focuses on leadership and project management. The behavioral communication component emphasizes personal and professional growth with particular emphasis on meeting management and client relationships. Critical thinking skills, problem solving skills, and self-initiated learning are concepts that students must develop throughout all components of the IT Minor.

## Technical Skills

### Database

Students will know and understand the conceptual foundation of database management systems (DBMS), and be able to apply that foundation with Microsoft Access software. They will understand the purpose of and be able to create and customize tables, forms, queries, and reports. They will understand the various data types, the concept of referential integrity, and normalization. They will be able to look at a user's specifications to create a user friendly and workable database.

### Programming (Applied JavaScript)

Students will know how to understand and use JavaScript libraries and apply them to website development and design.

### Web Development and Design

Students will know how to create standards-based websites. They will understand user-centered design concepts and modern web accessibility practices. Skills in layout and graphical design will be coupled with methods for creating and optimizing imagery for the Web. Students will learn to read and write semantic html5 and to properly structure documents for the web. Students will explore

and learn about modern Internet technologies and web-based services that can be integrated into their sites for a rich, usable experience for the end-user. Students will demonstrate mastery of the above skills by developing a web site for a client.

## **Business Concepts**

### **Project Management**

Students will understand the importance and learn the methodology of managing projects. They will be able to work as team members in project management to: define problems; research and collect possible solutions; select the preferred solution; develop an initial plan with goals, objectives, teams, rough budgets, and schedules for approval; develop a task list and assignments for development and implementation of the project.

### **Behavioral Communication (Soft Skills)**

Technical skills alone are no guarantee of success. Non-technical skills are included in the IT Minor at the recommendation of the program's corporate partners. Technical skills must be integrated with excellent problem solving abilities, the ability to listen, the ability to function as a member of a team, and the ability to adapt to new technology and new languages.

Students continue to master the team and problem solving skills introduced in 3610 and develop a set of skills for effective meeting management including leading and participating in meetings; understanding company culture; designing questions to gain needed information; establishing and nurturing client relationships; effective presentations incorporating technology; verbal and written communication; personal organization; and coaching for result.

## **UALR Plagiarism Policy**

Plagiarism on any assignment will at a minimum result in 0 points for the assignment. We reserve the right to pursue further disciplinary action if appropriate (e.g. any student caught cheating on an assignment/assessment will receive an "NC" for the course, and we may pursue action with the Committee on Academic Integrity). Plagiarism includes copying someone else's work and claiming it as your own, or collaborating excessively with another person or persons and claiming the work as solely your own. It is strongly recommended that students maintain a record of the preparation of their major assignments.

## **UALR Disability Policy**

Your success in this class is important to us, and it is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact me privately as soon as possible, so that we can discuss with the Disability Resource Center (DRC) how to meet your specific needs and the requirements of the course. The DRC offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructor(s) and the DRC. Thus, if you have a disability, please contact me and/or the DRC, at 501-569- 3143 (V/TTY) or 501-683- 7629 (VP). For more information, please visit the DRC website at [www.ualr.edu/disability](http://www.ualr.edu/disability).