

Guided Application in Information Technology and Industry Processes - Spring 2018

ITEC 3650	Instructors: Cheryl Johnston Daniel Spillers Thomas Wallace	Location & Time: EIT 219 - 12:15pm - 2:55pm - T/T	Office Hours: By Appointment
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Faculty Contact Information

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Course Materials

- Chromebook - Provided by Program with Agreement.
- All required materials will be available via individual faculty websites.
- **External / Cloud Storage** - 1GB Minimum (Google Drive works well).

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 call your employer, so let one of your team members know and contact all of the faculty team by email. Please keep a copy of your email. Excessive absences will be reflected in the final grade.

Course Overview

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) information 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

Information Management

Students will know and understand the conceptual foundation of database management systems (DBMS), and be able to apply that foundation with cloud-based database software (MySQL). 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 learn to use JavaScript libraries and leverage them to create progressively enhanced site designs. Students will also learn how to leverage JavaScript to access web-based APIs and transport data between web sites and data sources.

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.

Grading

Your grade will be based on these areas:

25% - Database (15% Assignments | 10% Assessment)

25% - Web Design (15% Assignments | 10% Assessment)

25% - Team Project & Evaluation

25% - Soft Skills*

* Soft skills Includes participation, in class discussions, demonstration of questioning and listening skills, team participation and leadership, attendance, oral presentations, reflective writing, and other components as assigned.

Grading Scale:

A (Above Mastery)	100% - 90%
B (Mastery)	80% - 89%
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.

UA Little Rock 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 "F" 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.

UA Little Rock Disability Policy

Your success in this class is important to me, and it is the policy and practice of the UA 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 ualr.edu/disability.