Department of Information Science

ITEC 31006: Intro To IT And Apps

Section 01: TR 12:15 PM -- 2:55 PM in EI217

Fall 2025

Intro To IT And Apps (01)

Instructor Info

Name: Bruce Bauer
Email: blbauer@ualr.edu
Office Location: EIT 558
Office Hours: Monday/Wednesday - 1:00pm-3:00pm | Tuesday/Thursday - 9:00am -11:00am | Other times by appointment. To schedule an appointment, visit Bruce Bauer Appointment Calendar or please email at blbauer@ualr.edu.
Instructor Presence: All course content will be delivered during the scheduled classroom sessions by the Instructor, except in cases of a relevant guest speaker. Additional support is available via EIT Student Academic Services.

Name: Thomas Wallace
Email: tswallace@ualr.edu
Office Location: EIT 547
Office Hours: Monday/Wednesday - 9:ooam-Noon | Tuesday/Thursday - 11:00am -Noon | Friday - 9:00am -Noon To schedule an appointment please email at tswallace@ualr.edu.
Instructor Presence: All course content will be delivered during the scheduled classroom sessions by the Instructor, except in cases of a relevant guest speaker. Additional support is available via EIT Student Academic Services.

Name: Sarah Clements
Email: sjclements@ualr.edu
Phone: 501-916-6769
Office Location: Reynolds Building, Office 225, 2nd Floor
Office Hours: M&W: 9-11 AM, 12:15-1:30 PM; T&Th: 10:30 AM-12:15 PM

Course Description

Credit Hour(s): 6

Description: Learning has little meaning unless it produces a sustained and substantial influence on the way people think, act, and feel. The Information Technology Minor is a skill-based program. You will learn concepts and skills while learning how to apply them to make decisions that solve problems. This program is taught by a faculty team. Our responsibilities are to teach and act as coaches as you work to master the concepts. We model as a teaching team, the behavior and organization that is expected of you. We are each committed to both your intellectual and personal development.

Prerequisites: None

Course Format

The course will be conducted as a seminar. Participation counts and may include small group presentations and exercises. A high level of student participation is required. Make sure that all assigned preparation and readings are done in advance and that you are ready to engage in full examination and discussion of topics. The instructor will not hesitate to call on students for questions and comments. It is, therefore, critical that reading assignments be completed before class in which they are addressed and reviewed.`

Course Learning Objectives

Upon successful completion of this course, students will be able to:

- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.

- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

- Communicate effectively in a variety of professional contexts.

- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

- Support the delivery, use, and management of information systems within an information systems environment.

Course Materials

Title: Laptop - Provided by Program with Agreement.

Title: All required materials will be available via individual faculty websites.

Title: Bluetooth or USB Mouse recommended

Grading Scale

Your semester grade for this course will be determined based on the following scale:

    A = 90-100 (Above Mastery)
    B = 80-89 (Mastery)
    C = 70-79
    D = 60-69
    F = less than 60

A = excellent work; B = above average work; C = average work; D = below average; F = failing

Grading Criteria

Course Component	Percentage of Total Points
Spreadsheet / Database Literacy	25%
Information Literacy and Web-based Publishing	25%
Internet Technologies - HTML5 & CSS	25%
Success Skills*	25%

* Success 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.

Learning Activities

Each session will contain learning activities in both technical skills and success skills. Activities will be applicable and relevant to the content themes of the course. Participation in both individual and group assignments is required to successfully complete this course.

University Policies

Students with Disabilities

- https://ualr.edu/policy/facstaff/course-syllabus/

Non-Discrimination Policy

- https://ualr.edu/policy/home/admin/non-discrimination/

Title IX and Harassment

- https://ualr.edu/titleix/titleix/title-ix-the-basics/

Inclement Weather Policy

- https://ualr.edu/policy/home/admin/weather/

Academic Integrity

- https://ualr.edu/deanofstudents/academic-integrity/

Disclosure of Instances of Sexual Misconduct

- https://ualr.edu/policy/home/facstaff/title-ix/

Withdrawal

- https://ualr.edu/policy/home/student/withdrawal-from-ualr/

Add/Drop

- https://ualr.edu/records/2511-2/

Incomplete

- https://ualr.edu/records/grades/

Grade Policies

- https://ualr.edu/policy/home/facstaff/grades-and-grading-systems/

Course Policies

Attendance

Your attendance is required. The semester is very challenging in both content and time. You and your classmates will suffer from your absence. Part of what we strive for in the IT Minor program is to prepare you for working in a technology-intensive job. You can't be successful at such a job if you aren't there. If you have to miss work or be late for work you would call and inform your employer. If you cannot make it to class or if you cannot make it to class on time, please let the instructors know by email and keep a copy of that

email. Excessive absences will be reflected in the final grade. In the event we are unable to meet in person, we will use Google Blackboard Collaborate Ultra for online class meetings and individual meetings. Attendance/Participation grades will be calculated by students participation in lectures and timely submission of coursework. Students are expected to attend lectures at the regularly scheduled times and participate throughout the duration of the lecture. If attendance on a particular day is not possible. Students should email the Instructor prior to class to make alternate plans for completion of that day's content. In order to meet federal financial aid requirements, students who fail to attend and or participate are subject to being administratively removed from the course.

Helpful University Resources

Blackboard Student Support

- https://ualr.edu/blackboard/contact/

Bookstore

- https://ualr.bncollege.com/

Care Team

- https://ualr.edu/studentsuccess/care-team/

Career Center

- https://ualr.edu/careers/

Child Care Connections

- https://ualr.edu/studentsuccess/child-care-connections/

Disabilities Resource Center

- https://ualr.edu/disability/

Communication Skill Center (CSC)

- https://ualr.edu/appliedcomm/communication-skill-center-csc/

Counseling

- https://ualr.edu/counseling/

Handshake

- https://ualr.joinhandshake.com/login

Health Services

- https://ualr.edu/health/

Information Technology Services (ITS)

- https://ualr.edu/itservices/welcome/

Mathematics Assistance Center

- https://ualr.edu/mathematics/mathematics-assistance-center/

Military Student Success Center

- https://ualr.edu/military/

Office of Student Retention Initiatives (SRI)

- https://ualr.edu/studentsuccess/academic-resources/coaching-and-student-support/

Student Support Services (SSS)

- https://ualr.edu/studentsupport/

Trojan Tutoring (i.e. introductory-level courses only) via University Learning Commons

- https://ualr.edu/studentsuccess/academic-resources/

UA Little Rock Trojan Food Pantry

- https://ualr.edu/foodpantry/

University Writing Center (UWC)

- https://ualr.edu/writingcenter/

Ottenheimer Library

- https://ualr.edu/library/

Tentative Course Schedule

Over the course of the semester we will explore the following topics:

- Information Literacy / Discovery skills
- Advanced techniques for leveraging search engine functionality
- Working with cloud-based apps (Google Docs / Virtual Machines / Using VPNs)
- Web-based publishing using Wordpress and Wiki's
- Advanced MS Excel / Google Spreadsheets
- Introduction to programing fundamentals (Javascript)
- Introduction to core web technologies (HTML5 / CSS / Javascript)
- Search Engine Optimization (SEO)
- Social Media Management
- Soft Skills
  - Interpersonal Communication skills