ITEC 3610 Introduction to Information Technology and Applications

Course Title: ITEC 3610
Semester: Fall 2015, IT Obsidian
Class location: UALR Campus EIT 219
Class times: 12:15pm – 2:55pm
Class days: Tuesday / Thursday

The syllabus is the governing document for the Fall 2015 semester.

Faculty - Office Hours: By appointment

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Course Philosophy

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.

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 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.

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. 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.

Texts and Supplies

- Google Chromebook - Provided by Program with Agreement
- One Flash Drive (minimum 1G) or Cloud Storage

Grading

Your grade will be based on these areas:

- Spreadsheet Literacy - 20% - includes assignments and an in-class assessment. (Assignments 10%, assessment 10%)
- Information Literacy and Web-based Publishing - 20% - Assignments
- Internet Technologies - 20% - HTML5 and CSS (Assignments and Projects)
- Programming Fundamentals and other technical topics - 20% - Assignments
- Soft skills - 20% - including 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   90% – 100%   (Above Mastery)
- B   80% – 89%   (Mastery)
- C   70% – 79%
- D   60% – 69%
- F   60% and Below

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 3650 the following semester.

UALR Disability Policy

Students with Disabilities: 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 one of us 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 one of us 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.