ITEC 2334 – Information Systems Applications
Fall – 2006, Section 13716
Course Syllabus

Instructor
Bret J. Detillier
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Office Location: 383 T2
Phone 713-743-4084
Office hours: Tuesday, Wednesday and Thursday
4pm to 6pm

Course Description
This course explores fundamental topics in information systems application development. Emphasis is placed on developing desktop database and spreadsheet end-user solutions to organizational problems. Also covered are the fundamental concepts of database design, implementation, and management.

Prerequisites/Co-requisites
- Declared IST major/LTE major with Systems Management specialization
- ITEC 2332: Client-Server Technology which has a prerequisite of ITEC 1301

Attendance Policy
Attendance to lectures is MANDATORY.

It is also important to arrive on time to class because lateness is a discourtesy and a distraction to the class. Leaving class early or coming to class late constitutes a partial absence.

Required Texts and Materials
Textbooks to be purchased

Student data files available at:
Access Textbook Student Downloads

Textbooks available online (free) through UH Information Technology division via Skillport’s Books 24x7
- Microsoft Office Excel 2003 Inside Out by Craig Stinson and Mark Dodge
- Microsoft Project 2000 Step by Step by Carl S. Chatfield and Tim D. Johnson
Course Objectives

When a student completes the course, he or she should be able to:

- Define a system and identify the function, components, and structure of familiar systems.
- Describe typical types of information systems within an organization.
- Describe different types of information systems applications.
- Define end-user information systems and explain how they relate to other areas of information systems.
- Explain how systems thinking helps address the complexity of developing an information system.
- Define the unique role of systems analysts in the development of information systems.
- Describe the essential phases of systems development methodology.
- Explain how business processes relate to information systems.
- Demonstrate the use of application development tools and techniques.
- Discuss the importance of, and uses for, database and spreadsheet applications within an organization.
- Demonstrate basic application design techniques.
- Demonstrate Query by Example to access required data.
- Demonstrate fundamental database design techniques.

ADA Statement

The University of Houston is dedicated to providing the least restrictive learning environment for all students. The university promotes equity in academic access through the implementation of reasonable accommodations as required by The Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational programs and activities. Students with special needs should contact the instructor at the beginning of the semester and work with the DART Center for Students with Disabilities so that accommodations may be made.

Information Technology Used in this Course

- ✓ MS MS Windows XP (previous version of Windows, such as Windows 2000, Windows ME may be used)
- ✓ MS Office 2003 (Includes Word, Excel, Access, Powerpoint)
  
  **SPECIAL NOTE** - You may NOT use Office Works

- ✓ MS Project
- ✓ Internet Explorer
- ✓ Memory Stick

A memory stick is required to transfer assignments from home to the University’s computer and back again. Every completed assignment must be saved on a memory stick. Memory sticks may be picked up by the instructor at any time during the semester to prove that assignments were completed on time. It is helpful if each student has more than one memory stick.
Computer Accounts

You must obtain a Cougarnet computer account by the end of the first week of class (Friday, August 25th). Applications for an account and password resets are implemented via the College’s distributed IT support personnel in 103 T-2. The process takes at least an hour to complete, so do not wait until right before the next class.

- Please see the following policy regarding the acceptable use of computing resources on campus: http://www.uh.edu/infotech/php/template.php?nonsvc_id=285#3.

NOTE: In particular, University policy prohibits sexual and discriminatory harassment. The University of Houston’s computing and networking facilities are not to be used to libel, slander, or harass any other person. Harassment includes the display of offensive material in any publicly accessible area on computer screens in the class or in the labs. The penalty for violating this policy will be expulsion from my classroom with a grievance hearing necessary to be readmitted to class. Students should report incidents of harassment to their instructor or the lab coordinator.

Software Piracy

Law strictly prohibits students from any unauthorized copying of software, which has been purchased by the University of Houston for use in the laboratories. University administration will take appropriate disciplinary action against anyone violating these copyright laws. Students are also strictly prohibited from placing any unauthorized personal software on College of Technology computers, including files copied from the internet.

WebCT Instructions

We will be using WebCT Vista as a supplemental tool for this course. If you have registered for the course prior to the week before the semester starts, your account for this course has already been created. You must have a WebCT ID. Allow three to five working days for your WebCT ID to be created and available online. First-time student users of WebCT need to get their WebCT ID by using one of the following options:

- Online at http://www.uh.edu/webct - click “New Users” to get a WebCT ID.
- In person in Room 116 in the PGH building on the main campus, Monday-Friday, 8 am to 8 pm.
- By phone at 713-743-1411 24 hours a day, 7 days a week.

Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using the diskettes on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, wherever or whenever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping copies of data (backups) is extremely important.
### Evaluation

The course is graded using this breakdown of assignments:

<table>
<thead>
<tr>
<th>Element</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework &amp; Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Exams (2)</td>
<td>30%</td>
</tr>
<tr>
<td>Excel Project</td>
<td>10%</td>
</tr>
<tr>
<td>Access Project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
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Beginning Fall 2001, ILT majors (IST, TLS, and LOGT) who do not make a C or better in any courses in their major, must retake the course. A class may only be retaken 3 times.

In the event of an extended absence, consult the Vice Provost for Student Affairs to determine whether a medical withdrawal is appropriate.

### Quizzes / Homework

It is beneficial for you to work on an every day basis for this particular class.

You are expected to read the assigned chapters before coming to class. Quizzes will be given on a regular basis during the first part of class. The quizzes will also serve as review of the previously covered lecture material or assignments. If you are late to class or absent, you may not make up the quiz.

*I do not accept late homework for any reason; late homework receives the same grade as no homework—zero.*

### Projects

Your projects will count as 30 percent (30%) of your final grade.

All project assignments must be posted to your WebCT project page by the beginning of the class period on the due date. Project deliverables are considered late after that time and will receive a zero (0).

### Final Exam

The Final Exam is comprehensive.

### Certifications for Extra Credit

Microsoft Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office or Microsoft Project programs, your ability to use their advanced features, and your ability to integrate the Office programs with other software programs.

ITEC 2334 covers topics which align with the content evaluated on the Microsoft Office Specialist: Excel 2003 Expert and the Microsoft Office Specialist: Access 2003 certification exams. Students who wish to pursue either certification can receive ten (10) points added to their final average grade. Students may receive a maximum of twenty (20) points added to their final average grade via certifications. Physical proof of certification in the form of official documentation from Microsoft for the relevant exams must be shown to the Professor Detillier on or before the final exam date for the current semester. **NOTE:** ITEC 2334 is not a Microsoft exam prep course, preparation for Microsoft certifications is the sole responsibility of the student and should not interfere with or substitute for the current semester’s academic expectations.
### Letter Grade Assignment

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90%+ of all Points</td>
<td>A range</td>
</tr>
<tr>
<td>80 - 89% of all Points</td>
<td>B range</td>
</tr>
<tr>
<td>70 - 79% of all Points</td>
<td>C range</td>
</tr>
<tr>
<td>&lt;70% - of all Points</td>
<td>F</td>
</tr>
</tbody>
</table>

No Incomplete Grades will be given -- Do Not Ask!

Plagiarism of any type will result in an automatic F.

I retain the right to subjectively evaluate an individual student's grade in appropriate cases. I also retain the right at a later date to determine if I will assign plusses and/or minuses to a letter grade.

No Incomplete Grades will be given -- Do Not Ask!

Plagiarism of any type will result in an automatic F.

### Make-up Exams

Students should contact the instructor prior to missing a scheduled examination by phone, in-person, by e-mail, or by voice mail. An opportunity to take an alternative examination MAY be offered to those who make prior contact with the instructor. If no prior notification is made, the examination score will be a zero.

### Important Student Information Website

As a student of the University of Houston, the following information will be critical to you in insuring that your academic pursuits meet with success and that you encounter the fewest financial and academic difficulties possible. Please take a few moments to review each of these areas, and become familiar with the resources detailed below.

**Student Information Website**

### Assistance during the semester

The best way to solve your problems is during class by asking questions. You may interrupt the lecture if your question is relevant to the subject. Usually I dismiss class 15 minutes early to give you a chance to get help personally. If you miss class, it is your responsibility to find out what we did in the class.

For any emergency you can contact me via email at: BDetillier@uh.edu

I read all your e-mails, but I may not respond to every one of you personally. If I see that you asking me a question, which is common for an entire class or at least a group of people, I will respond in “Question-Answer” form by global e-mail or discuss it in the class. If you feel that your question still needs a response, feel free to contact me during office hours. Do not hesitate to ask me questions. They help me to create better announcements and activities for you in the future. I will send back all your e-mails without a response (with “???” marks) if subject line is wrong. Read syllabus bellow about correct subject line.
Email

This fall I have almost 150 students from five different classes. To help you, I need to know who you are, which class you belong to, and the nature of your question. So it is very important to follow this procedure regarding sending emails:

Give appropriate subject line: The subject line of every email **MUST** have:

   **Your last name, class and section, and the activity you are questioning**

   **Example:** Smith, ITEC 2334, Project 1 Question  
   **Example:** Smith, ITEC 2334, General Question

If I answered your question, but you have a followup question, then click on “Reply” and type your new question at the top of the email chain.

Failure to put the correct information in the subject line could mean that you miss the deadline for the activity because the email will be returned to you requesting the appropriate subject line.

**Do not type all in CAPS** when sending an email. It is considered rude and is equivalent to raising your voice.

Classroom Behavior:

Students are expected to be on time for class. Being late disrupts the lecture and your fellow students. The instructor has the right to take reasonable measures to ensure a class period free of disruptions. Due to the increased popularity, the use of cell phones, pagers, iPods, handheld devices are prohibited in the classroom at all times. They need to be turned off when entering the classroom. Exceptions to this rule are allowed for medical emergencies only.

It is the policy of this class to provide students with an appropriate adult learning atmosphere. Questions and comments should be brought forth in a respectful and orderly manner. We thrive on class discussion and questions. Appropriate dress is also required.

**Any student who is disorderly, disrespectful or sleeps in class will be asked to leave the class.**

Drop Policy

It is the student’s responsibility to do the necessary paperwork to add or drop this class. The instructor will not ‘drop’ students who are not attending class.

Withdrawal Policy:

Withdrawal from a class after the official day of record will result in a mark of "W" on the student's transcript and no credit will be awarded for the course(s). Prior to the official withdrawal date, it is the student's responsibility to initiate a request for withdrawal from any course. The withdrawal will only be processed if the student completes and submits for signature the required withdrawal form(s). The student must consult with the faculty member or a designated representative prior to submitting the request for withdrawal. University procedures are on file in the Registrar’s Office for the specific requirements regarding approvals of withdrawal requests. Prior to the withdrawal date, faculty members may initiate requests for withdrawal of students for circumstances that the faculty member believes is appropriate. The faculty member may withdraw a student who has not attended by the "Official Day".
Academic Integrity

The University of Houston is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. **Failure to uphold these standards includes, but is not limited to, the following:** plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student’s exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off his/her own the ideas or writings of another (that is, without paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake the or resubmit an exam or assignment, assigning a grade of zero or “F” for an exam or assignment; or assigning a grade of “F” for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity.

Advising and Class Problems

Occasionally, there will be problems that might occur in class. The expectation is that a student first communicates these issues, problems, or concerns to the course instructor.

If these problems cannot be resolved with the instructor, the next appropriate course of action involves contacting the department chair and communicating these concerns.

In regards to programmatic issues, these can be communicated to the department program managers. The IST program manager is Danny Goode (drgoode@uh.edu).

For additional program planning, assistance, more information, or future courses that department plans to offer, please contact either:

- Academic Service Center
- Danny Goode, IST Program Manager
- Michael Gibson, Interim Department Chair

Syllabus Change

While every attempt has been made to prepare this syllabus and class schedule in final form, it will be the instructor’s prerogative to make any changes as may be deemed necessary in order to meet the learning outcomes of the course. Students will be notified in writing of any change.

Important Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, September 5th</td>
<td>Last Day to Drop a course without hours counting toward the Enrollment Cap for Texas Residents</td>
</tr>
<tr>
<td>Monday, September 18th</td>
<td>Last Day to Drop a course or withdraw without receiving a grade.</td>
</tr>
<tr>
<td>Wednesday, November 1st</td>
<td>Last Day to Drop a course or withdraw</td>
</tr>
<tr>
<td>Thursday, November 30th</td>
<td>Last Class</td>
</tr>
<tr>
<td>Tuesday, December 12th</td>
<td>Final Exam (8pm to 11pm)</td>
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</tbody>
</table>