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### DEPARTMENT OF INFORMATION AND LOGISTICS TECHNOLOGY

#### **ITEC 1301 – Introduction to Computer Application Technology, Summer 2 Semester, 2012 Section 20209**

Section 20209 • online • 3 credit hours

**Course Description:** Cr. 3. (3-0). Prerequisites: credit for or concurrent enrollment in ENGL 1303 and MATH 1310 or equivalents. Introduction to computer and information technologies and their application in the workplace.

**Course Goals:** ITEC 1301 is a one-semester, introductory course in which students expand their concepts and skills associated with the way computers are used in business and industry today. With the increasing presence of networked microcomputers in business environments, workers use computer technology to increase their productivity by collaborating and through skilled use of word processing, spreadsheet, database, and presentation software packages – among others. Workers need to understand what information is available via the Internet and how to judge the quality of the information. Workers need to be comfortable with and understand the advantages offered by a distributed computing environment. Workers need to be able to collaborate electronically and work in virtual teams. They need to be aware of specialized software and hardware that becomes available; thus, they need the vocabulary that will enable them to read articles on business computing to stay abreast of rapidly-changing technology. The purpose of ITEC 1301 is to provide students with the opportunity to gain the knowledge and experience that will allow them to enter the job market fluent in the language of computers and information technology and ready to fit into an existing computing environment without extensive retraining.

Many courses taught in the College of Technology, including ITEC 1301, assume a prerequisite knowledge of basic word-processing and spreadsheet skills. The foundation skills expanded in ITEC 1301 will be very useful throughout the student's educational experience.

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

- evaluate the quality of information found on the World Wide Web,
- distinguish between an operating system, a programming language, and an application software package,

- use operating system features to effectively organize and share electronic files and data.
- use word processing styles to format complex documents,
- use presentation graphic software to create effective presentation slides that include embedded voice,
- use a text editor to create a basic web page by marking up text content with XHTML markup tags and styling the structured content with CSS,
- use spreadsheet software to solve a business problem in an area of interest,
- enter data into a database and define data consistency and data integrity,
- write queries to create reports from information stored in a database

**Prerequisites:** Prerequisites: credit for or concurrent enrollment in ENGL 1303 and MATH 1310 or equivalents.

In addition to the formal course prerequisites, there are computer skill prerequisites. When a student enters the course, he or she should *already* be able to:

- use a word processor to produce a document, using features such as bolding, underlining, indenting, centering, etc. to enhance the professional appearance of the document,
- build a spreadsheet to display numerical data, to compute using simple formulas and functions, and to present data graphically,
- be able to create and use simple databases,
- send e-mail, read e-mail, send files as attachments to e-mail messages, search for information on the World Wide Web,
- use software to create simple presentation graphic slides, be able search and add digital files to the presentation.

**Instructor  
Information:**

Name: Susan L. Miertschin

Office: 340 T2

Phone: 713-743-4038

E-mail: Use Blackboard for course email; for an emergency, use [smiertsch@uh.edu](mailto:smiertsch@uh.edu)

Other: Some course activities are conducted using MyITLab, a course and content management system provided by Pearson, Inc. Go to [www.MyITLab.com](http://www.MyITLab.com) and follow the instructions provided by Pearson (with Course ID: CRSAB7N-235707; SU 12 2012 ITEC 1301 – Miertschin).

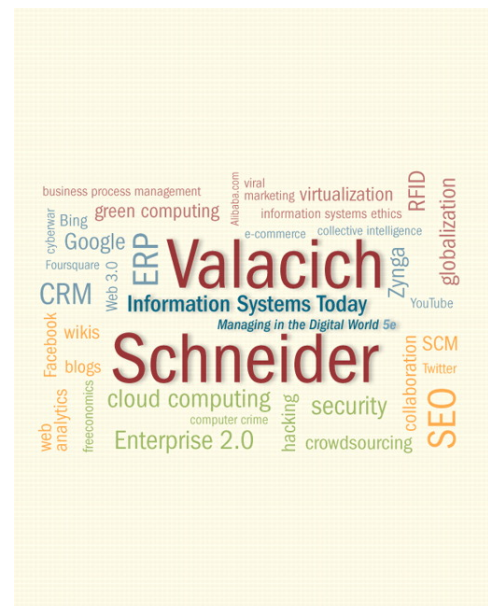
Some course information is available via the Web through Blackboard. Go to [www.uh.edu/blackboard](http://www.uh.edu/blackboard) and click on the proper link to log in to Blackboard Learn 9.

<b>Office Hours:</b>	There are no specific office hours for the online section. The instructor attempts to check Blackboard email at least once a day. Virtual online meetings will be set up with individual students as needed.
<b>Course Requirements:</b>	<p>Every student:</p> <ol style="list-style-type: none"> <li>1. Must access course information delivered via the Internet. There are numerous labs on campus that provide this access. Home access is highly recommended. During the short summer session, every student should access the course through Blackboard <i>at least three times per week (i.e., at least every other day)</i>.</li> <li>2. Must complete assigned readings, online tutorials, learning assignments, quizzes, and exams. There are many. Most require the use of a computer. Computer assignments may be completed in a College of Technology computer lab or at home if the student has the appropriate hardware and software. Learning assignments must be turned in by the due date in order to receive full credit.</li> <li>3. Must use software compatible with the course materials. The required software is available in College of Technology computing labs. The required software includes Microsoft Office 2010 Professional, which includes Word, Excel, Access, and PowerPoint. Previous versions of Microsoft Office may be used as long as the assignment artifacts are created to meet the requirements. However, pictures and instructions in the textbook correspond to Microsoft Office 2010 Professional, and so the instructions and pictures may not match what is on the computer screen if you use earlier versions or alternate software packages. Microsoft Office Works is not compatible with the course objectives.</li> </ol>
<b>Attendance:</b>	<p>Every student must login to Blackboard three or more times per week during the shorter summer sessions. The course is scheduled in an online format, which means that no time is set aside for on-campus classes per week. All course activities will be online activities.</p> <p>Some online activities take place in MyITLab, an online resource provided by Pearson, Inc., the publisher of the required textbooks for the course. Access to MyITLab is required, and you must purchase this access from Pearson, Inc. The access code is included as part of a textbook package if you purchase the textbook from the UH bookstore. In addition to the package with the access code, there is a second required text for the course.</p>
<b>Assignments:</b>	<p>Students must complete numerous required assignments of various types. Learning assignments are to be turned in via Blackboard. Some of these are writing assignments that are completed via Blackboard's discussion board tool. The average of the assignment grades contributes 30% of the final grade average.</p> <p>A grader may grade any of the assignments. If you do not agree with the grade the grader awards you may request that the grader re-evaluate. If you still do not agree, you may request that the instructor re-evaluate. Questions about grades should be addressed to the instructor.</p>

- Project** There is a four-part project that contributes 40% of your final grade in the course.
- Exams:** There are 10 quizzes that cover 10 chapters in one of the course textbooks. There are also three online exams that ask you to demonstrate software proficiency. Exam dates are scheduled in the syllabus and will be confirmed in class one week before the exam date. The average of the 10 quizzes contributes 15% of your final grade in the course, and the average of the three exams contributes 15% of your final grade in the course.  
Make-up exams are not given for any reason.  
There is no final exam for the course
- Grades:** Learning Assignments: 30%  
Average of 3 Exams: 15%  
Average of 10 Quizzes: 15%  
Final Project: 40%
- Textbooks:** To successfully complete the course, each student must purchase two items. One item is a textbook and the other item is a textbook packaged with an access code for an online resource called MyITLab. The one textbook together with access code for MyITLab are sold as a package in the UH bookstore. The other book is also available in the bookstore or from various online sellers.

The reading assignments for ITEC 1301 are from the following textbook.

*Information Systems Today:  
Managing in the Digital World, 5e*  
Joe Valacich & Christoph Schneider  
©2012 | Prentice Hall | Paper; 576 pp  
ISBN-10: 0137066996  
ISBN-13: 978-0-13-7066995  
Previous editions are not acceptable for ITEC 1301.



The textbook by Valacich and Schneider is also available in e-book form, as a rental, from [www.coursesmart.com](http://www.coursesmart.com).




**Information Systems Today: Managing in the Digital World, Fifth Edition**

Joe Valacich; Christoph Schneider

© 2012 Prentice Hall, 576 pages

ISBN: 0-13-706699-6, 978-0-13-706699-5, 0-13-706701-1, 978-0-13-706701-5

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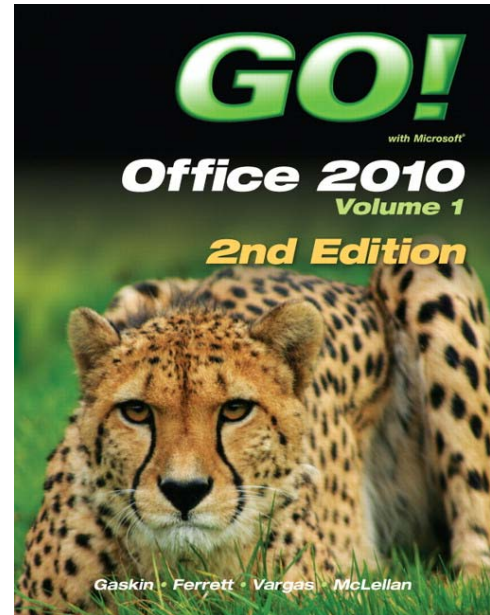
Hands-on exercises and skills exams are based on the material in the following textbook and MyITLab access code package.

GO! with Microsoft Office 2010, Volume 1

Gaskin, Ferrett, Vargas & McLellen  
ISBN-10: 0133095908

Previous editions are not acceptable for ITEC 1301.

Each access code is a one-per-student-per semester item. Purchase the textbook and access code package from UH bookstore *only*. It must be an access code for Summer 2012 for the course instructed by Miertschin. Do not purchase an access code from a former student from a previous semester – it will not work. MyITLab is a valuable feature of the Pearson text selections that enables the course to be offered in an online format.



### Plagiarism:

Plagiarism is a form of cheating. Just as there are penalties for cheating, there are penalties for plagiarism. The minimum penalty is a zero grade for the assignment (or test). The maximum penalty is expulsion from the University of Houston.

**Description of Plagiarism:**

Plagiarism is the use of someone else's words or ideas without giving credit. In the academic world, plagiarism is a serious offense with penalties that range from failing grades to expulsion. Plagiarism is easy to detect, so your chances of getting away with it are slim. There are two kinds of plagiarism--intentional and unintentional.

Intentional plagiarism occurs when writers or researchers know full well they are passing off someone else's words or ideas as their own. Purchasing pre-written research papers through the mail or via the Internet is probably the most blatant (and easy to detect) form of intentional plagiarism.

*Copying someone else's computer program or application files, changing a few lines of code or comment lines, and turning them in as your own is plagiarism. This is cheating. It is also easy to detect. For example, it is highly unlikely that any two of you will choose exactly the same names for all the objects in a program if you work independently.*

Unintentional plagiarism is more common than the intentional type. It occurs when writers and researchers use the words or ideas of others but fail to give credit to the source--because they either don't know when to give credit or don't know how to give credit.

*If another student gives you ideas about what code structure is needed to accomplish certain functionality, but you write the code lines and make it work on your own, this is not unintentional plagiarism. It is OK. If you copy another student's code, then that is plagiarism, and it is not OK.*

**Avoiding Plagiarism:**When to give credit

You need to give credit when you directly quote someone else's words or use their ideas in your own words.

Direct quotation is using someone else's words exactly as they were written in the original source. When you quote, you must use quotation marks or (for lengthy quotations) indentation to indicate which words you quoted. You must also give credit to whoever originally wrote or spoke the words.

*Sometimes you can find complete code elements on the Internet. If you do this and use something like this, you should credit the source by including a comment line stating where you got the code.*

Paraphrasing is taking someone else's idea and putting it into your own words. You do not need to put quotation marks around a paraphrase, but just as with a quotation you must give credit to the originator of the idea you are paraphrasing.

*With respect to programming, sometimes a classmate or friend will help you by suggesting a coding strategy to use for a particular functionality. You do not have to credit the source in this case.*

**Avoiding  
Plagiarism:**

When do you not have to give credit?

You don't have to give credit when you are expressing your own ideas in your own words or when you are expressing common knowledge. Common knowledge includes ideas or facts that are so widely accepted that it is not necessary to cite a source. For example, the height of the Empire State Building is common knowledge because there is no serious disagreement over the height and because this information can be found and verified in a number of different sources.

*In the world of programming, various sorting algorithms, for example, are well documented in the literature. You do not have to give credit when you implement an algorithm developed by someone else.*

How to give credit

You give credit by citing information you use in your papers and reports. Software such as EndNote and RefWorks can help you create correct citations.

**Academic  
Honesty Policy:**

Students are expected to abide by the university's academic honesty policy in all matters concerning this course.

(<http://www.uh.edu/academics/catalog/policies/academ-reg/academic-honesty/>).

**Time  
Requirements:**

The class is scheduled in an online format for the summer. There is a general 'rule-of-thumb' that pursuing 1 hour of college credit during a regular semester requires an average student to spend 1 hour per week in the classroom plus a *minimum* of 3 more hours per week outside of class studying, working on assignments, doing research, etc. Some students need to spend more time on some courses. This means an average student in ITEC 1301 should budget about 12 hours per week to spend on the course material (including class time).

During the summer, the 'rule of thumb' for the regular semester has to be translated into a 4 ½ week format.

$$12 \frac{\text{hrs}}{\text{week}} \times 15 \frac{\text{weeks}}{\text{reg sem}} \div \left( 4 \frac{1}{2} \frac{\text{weeks}}{\text{sum sem}} \right) = 40 \frac{\text{hrs}}{\text{week}} \text{ during summer semester}$$

40 hours per week for the 4 ½ weeks of the summer semester!

**Other Policies:**     Grade Less Than C for ILT Majors

Beginning Fall 2001, ILT majors (CIS, TLS, and LOGT) who do not make a C or better in any courses in their major must retake the course. A course may be taken only 3 times.

Extended Absence

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

Student Accommodations Under the Americans With Disabilities Act

When possible, and in accordance with 504/ADA guidelines, the instructor will attempt to provide reasonable academic accommodations to students who request and require them. Please call the Center for Students with Disabilities at ext 3-5400 for more assistance. Students with special needs should inform the instructor at the beginning of the semester.

Student Absences on Religious Holidays

Section 51.911 of the Texas Education Code requires that an institution of higher education shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The student, not later than the 15th calendar day after the first day of the semester, or the 7th calendar day of a summer session, must notify the instructor of each scheduled class day that he/she would be absent for a religious holy day. Refer to the Academic Calendar for the deadline date for notification by students to the faculty members of the student's intent to be absent on religious holy days.

Computer Problems

Computer problems, especially problems encountered at home, are not an excuse for not completing an activity on time. Plan ahead and don't wait until the last moment to submit an assignment or prepare for an exam.



**Other  
Information:**

Academic Calendar

To find the Academic Calendar for the current academic year and semester, go to <http://www.uh.edu/academics/catalog/academic-calendar/>.

Find an Advisor

Students who have been admitted to a particular college or department should seek advising from there. Information about advising and advisors can be found at <http://www.uh.edu/about/offices/enrollment-services/registrar>.

Undergraduate students who have not chosen a major should seek information using <http://www.usd.uh.edu/> or <http://www.uh.edu/maps/buildings/SSC> or at 713-743-8985. For further information, please review the Undergraduate Studies Catalog section <http://www.uh.edu/academics/catalog/>.

Services for Students with Disabilities

The University of Houston seeks to ensure that the educational resources it offers are as widely accessible as possible.

For detailed information, including documentation requirements, listings of available academic support services, test administration policies, parking accommodations/requirements, and more, please see The Center for Students with DisABILITIES [web site](#).

If you or someone you know has a temporary or permanent health impairment, physical limitation, psychiatric disorder, or learning disability, we urge you to contact the CSD to learn more about the services available:

Justin Dart, Jr. Center for Students with DisABILITIES

CSD Building #568, Room #110

University of Houston

Houston, Texas 77204-3022

Phone: (713) 743-5400

TDD : (713) 749-1527

Fax: (713) 743-5396

Email: [uhcsd@uh.edu](mailto:uhcsd@uh.edu)

# Have a great semester!

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## TENTATIVE COURSE SCHEDULE

An exact schedule of assignments and readings is available via the course web site.  
Readings are to be completed **prior** to class.

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Wk#1 Monday, 04 Jun	Getting Started  The Digital World  Business Value of Info Systems  Common Features of MS Office 2010  MS Word	In Valacich & Schneider: <ul style="list-style-type: none"> <li>• Read Ch 1 Managing in the Digital World</li> <li>• Read Ch 2 Gaining Competitive Advantage through Information Systems</li> </ul> In Gaskin, Ferrett, Vargas & McLellen: <ul style="list-style-type: none"> <li>• Work through Ch 1 Using the Common Features of MO2010</li> <li>• As needed, work through Word Ch 1 Creating Documents with MS Word 2010 (optional)</li> <li>• Work through Word Ch 2 Using Tables and Templates to Create Résumés and Cover Letters</li> <li>• Work through Word Ch 3 Creating Research Papers, Newsletters, and Merged Mailing Labels</li> </ul> In MyITLab: <ul style="list-style-type: none"> <li>• Complete Common Features Tutorial 1A, 1B</li> <li>• Complete Word Tutorial 1A, 1B (optional)</li> <li>• Complete Word Tutorial 2A, 2B</li> <li>• Complete Word Tutorial 3A, 3B</li> </ul> In Blackboard: <ul style="list-style-type: none"> <li>• Complete Quiz 01, Quiz 02 (quizzes cover corresponding chapters in the textbook by Valacich and Schneider)</li> <li>• Complete Learning Assignment 01 which requires you to upload evidence of completion of required Common Features and Word tutorials.</li> </ul>
Tuesday, 05 Jun	Last day to add a class	Add any classes by this date

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Thursday, 7 Jun	<p>ORD - Official Reporting Day</p> <p>(4th class day)</p> <p>Last day to drop a course or withdraw without receiving a grade.</p> <p>Last day to drop a course without hours counting towards the Enrollment Cap for Texas Residents.</p> <p>NOTE: Tuition is higher for hours in excess of the cap.</p>	<p>Drop the course on or before this day and it is as if you never registered for it – with respect to your permanent record. This has nothing to do with policies about refunds.</p>

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Wk#2 Monday, 11 Jun	<p>Information Systems Infrastructure and eCommerce</p> <p>MS Excel</p> <p>Project Part 01</p>	<p>In Valacich &amp; Schneider:</p> <ul style="list-style-type: none"> <li>• Read Ch 3 Managing the Information Systems Infrastructure</li> <li>• Read Ch 4 Enabling Commerce Using the Internet</li> </ul> <p>In Gaskin, Ferrett, Vargas &amp; McLellen:</p> <ul style="list-style-type: none"> <li>• Work through Excel Ch 1 Creating a Worksheet and Charting Data</li> <li>• Work through Excel Ch 2 Using Functions, Creating Tables and Managing Large Workbooks</li> <li>• Work through Excel Ch 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</li> </ul> <p>In MyITLab:</p> <ul style="list-style-type: none"> <li>• Complete Excel Tutorial 1A, 1B (optional)</li> <li>• Complete Excel Tutorial 2A, 2B</li> <li>• Complete Excel Tutorial 3A, 3B</li> </ul> <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• Complete Quiz 03, Quiz 04 (quizzes cover corresponding chapters in the textbook by Valacich and Schneider)</li> <li>• Complete Learning Assignment 02 which requires you to upload evidence of completion of Excel tutorials.</li> <li>• Complete Project Part 01</li> </ul>
Tuesday, 12 Jun	<p>Quiz 1 over Valacich Ch 1 Managing in the Digital World</p> <p>Quiz 2 over Valacich Gaining Competitive Advantage through Information Systems</p> <p>MS Word Tutorials and Word Volume 1 Skill-Based Exam</p>	<p>Quiz 01 DUE (Quizzes are in Blackboard)</p> <p>Quiz 02 DUE (Quizzes are in Blackboard)</p> <p>Learning Assignment 01 DUE (Provide evidence of completion of MS Office Common Features and MS Word tutorials in MyITLab. Assignment drop box is in Blackboard. See Blackboard Learning Assignment 01 for detailed instructions.)</p> <p>Word Volume 1 Skill-Based Exam DUE in MyITLab (all skill-based exams are in MyITLab)</p>

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Wk#3 Monday, 18 Jun	<p>Information Systems and Collaboration, Business Intelligence, and Business Process Improvement</p> <p>MS Access</p> <p>Project Part 02</p> <p>Project Part 03</p>	<p>In Valacich &amp; Schneider:</p> <ul style="list-style-type: none"> <li>• Read Ch 5 Enhancing Collaboration Using Web 2.0</li> <li>• Read Ch 6 Enhancing Business Intelligence Using Information Systems</li> <li>• Read Ch 7 Enhancing Business Processes Using Enterprise Information Systems</li> </ul> <p>In Gaskin, Ferrett, Vargas &amp; McLellen:</p> <ul style="list-style-type: none"> <li>• Work through Access Ch 1 Getting Started with Access Databases</li> <li>• Work through Access Ch 2 Sort and Query a Database</li> <li>• Work through Access Ch 3 Forms, Filters and Reports</li> </ul> <p>In MyITLab:</p> <ul style="list-style-type: none"> <li>• Complete Access Tutorial 1A, 1B</li> <li>• Complete Access Tutorial 2A, 2B</li> <li>• Complete Access Tutorial 3A, 3B</li> </ul> <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• Complete Quiz 05, Quiz 06, Quiz 7 (quizzes cover corresponding chapters in the textbook by Valacich and Schneider)</li> <li>• Complete Learning Assignment 03 which requires you to upload evidence of completion of Access tutorials.</li> <li>• Complete Project Part 02</li> <li>• Complete Project Part 03</li> </ul>

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Tuesday, 19 Jun	<p>Quiz 03 over Valacich Ch 3 Managing the Information Systems Infrastructure and Services</p> <p>Quiz 04 over Valacich Ch 4 Enabling Commerce Using the Internet</p> <p>MS Excel Tutorials and Excel Volume 1 Skill-Based Exam</p>	<p>Quiz 03 DUE (Quizzes are in Blackboard)</p> <p>Quiz 04 DUE (Quizzes are in Blackboard)</p> <p>Learning Assignment 02 DUE (Provide evidence of completion of MS Excel tutorials in MyITLab. Assignment drop box is in Blackboard. See Blackboard Learning Assignment 02 for detailed instructions.)</p> <p>Excel Volume 1 Skill-Based Exam DUE in MyITLab (all skill-based exams are in MyITLab)</p> <p>Project Part 01 DUE (see Project Part 01 assignment in Blackboard for detailed instructions)</p>

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Wk#4 Monday, 25 Jun	<p>The Supply Chain and Information Systems</p> <p>Securing Information Systems</p> <p>Project Part 03</p> <p>Project Part 04</p>	<p>In Valacich &amp; Schneider:</p> <ul style="list-style-type: none"> <li>• Read Ch 8 Improving Supply Chain and Strengthening Customer Relationships Using Enterprise Information Systems</li> <li>• Read Ch 9 Developing and Acquiring Information Systems</li> <li>• Read Ch 10 Securing Information Systems</li> </ul> <p>In Gaskin, Ferrett, Vargas &amp; McLellen:</p> <ul style="list-style-type: none"> <li>• Work through PowerPoint Ch 1 Getting Started with MS PowerPoint</li> <li>• Work through PowerPoint Ch 2 Formatting PowerPoint Presentations</li> <li>• Work through PowerPoint Ch 3 enhancing a Presentation with Animation, video, Tables, and Charts</li> </ul> <p>In MyITLab:</p> <ul style="list-style-type: none"> <li>• Complete PowerPoint Tutorial 1A, 1B (optional, extra credit)</li> <li>• Complete PowerPoint Tutorial 2A, 2B (optional, extra credit)</li> <li>• Complete PowerPoint Tutorial 3A, 3B (optional, extra credit)</li> </ul> <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• Complete Quiz 08, Quiz 09, Quiz 10 (quizzes cover corresponding chapters in the textbook by Valacich and Schneider)</li> <li>• (Optional) Complete Learning Assignment 04 for extra credit which requires you to upload evidence of completion of PowerPoint tutorials.</li> <li>• Complete Project Part 03</li> <li>• Complete Project Part 04</li> </ul>
Tuesday, 26 Jun	Last day to drop a course or withdraw with a 'W'.	

WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Tuesday, 26 Jun	<p>Quiz 05 over Valacich Ch 5 Enhancing Collaboration Using Web 2.0</p> <p>Quiz 06 over Valacich Ch 6 Enhancing Business Intelligence Using Information Systems</p> <p>Quiz 7 over Valacich Ch 7 enhancing Business Processes Using Enterprise Information Systems</p> <p>MS Access Tutorials and Exam</p> <p>Project Part 02</p>	<p>Quiz 05 DUE (Quizzes are in Blackboard)</p> <p>Quiz 06 DUE (Quizzes are in Blackboard)</p> <p>Quiz 07 DUE (Quizzes are in Blackboard)</p> <p>Learning Assignment 03 DUE (Provide evidence of completion of MS Access tutorials in MyITLab. Assignment drop box is in Blackboard. See Blackboard Learning Assignment 03 for detailed instructions.)</p> <p>Access Volume 1 Skill-Based Exam DUE in MyITLab (all skill-based exams are in MyITLab)</p> <p>(see Project Part 02 assignment in Blackboard for detailed instructions)</p>
Wk#5 Monday, 02 Jul	<p>Wrapping Up</p> <p>Complete remaining quizzes</p> <p>Complete all Project Work</p>	
Monday, 02 Jul	<p>Last day of regular classes for Summer 2 2012 semester</p>	



WEEK OF OR DATE	UNIT / TOPICS	ASSIGNMENTS
Monday, 02 Jul	<p>Quiz 08 over Valacich Ch 8 Improving Supply Chains and Strengthening Customer Relationships Using Enterprise Information Systems</p> <p>Quiz 09 over Valacich Ch 9 Developing and Acquiring Information Systems</p> <p>Quiz 10 over Valacich Ch 10 Securing Information Systems</p>	<p>Quiz 08 DUE (Quizzes are in Blackboard)</p> <p>Quiz 09 DUE (Quizzes are in Blackboard)</p> <p>Quiz 10 DUE (Quizzes are in Blackboard)</p> <p>Project Part 03 DUE (see Project Part 03 assignment drop box in Blackboard for detailed instructions)</p> <p>Project Part 04 DUE (see Project Part 04 assignment drop box in Blackboard for detailed instructions)</p> <p>(Optional, Extra Credit) Complete Learning Assignment 04 for extra credit which requires you to upload evidence of completion of PowerPoint tutorials.</p>
Wednesday, 04 Jul	4 <sup>th</sup> of July Holiday	
Thursday, 05 Jul	Final Exam Period	No Final Exam for ITEC 1301
Friday, 06 Jul	Final Exam Period	No Final Exam for ITEC 1301
Friday, 06 Jul	Official Closing of Summer 2 2012 Semester	
Friday, 06 July	End of regular filing period to apply online for graduation with \$25 non-refundable fee. Go to myUH (PeopleSoft) to apply.	
Saturday, 07 Jul	Beginning of late filing period to apply online for graduation - non-refundable \$50 fee. Go to myUH (PeopleSoft) to apply.	
Friday, 20 Jul	End of late filing period to apply online for graduation with \$50 non-refundable fee	Too late to apply for graduation now

### **IMPORTANT DATES TO REMEMBER**

Important Date	Reason
Thursday, 7 Jun	Last Day to Drop a course without hours counting toward the Enrollment Cap for Texas Residents. Last Day to Drop a course or withdraw without receiving a grade.
Tuesday, 12 Jun	Quiz 01 Due (In Blackboard) Quiz 2 Due (In Blackboard) Learning Assignment 01 Due (In Blackboard) (requires the ff.): Common Features Tutorial 1A (in MyITLab) Common Features Tutorial 1B (in MyITLab) Word Tutorial 1A Due (optional) (in MyITLab) Word Tutorial 1B Due (optional) (in MyITLab) Word Tutorial 2A (in MyITLab) Word Tutorial 2B (in MyITLab) Word Tutorial 3A (in MyITLab) Word Tutorial 3B (in MyITLab) Word Volume 1 Skill-Based Exam Due
Tuesday, 19 Jun	Quiz 3 Due (In Blackboard) Quiz 4 Due (In Blackboard) Learning Assignment 02 Due (In Blackboard) (requires the ff.): Excel Tutorial 1A Due (optional) (in MyITLab) Excel Tutorial 1B Due (optional) (in MyITLab) Excel Tutorial 2A Due (in MyITLab) Excel Tutorial 2B Due (in MyITLab) Excel Tutorial 3A Due (in MyITLab) Excel Tutorial 3B Due (in MyITLab) Excel Volume 1 Skill-Based Exam Due (in MyITLab) Project Part 01 Due (In Blackboard)
Tuesday, 26 Jun	Last day to drop a course or withdraw with a 'W'.
Tuesday, 26 Jun	Quiz 05 Due (In Blackboard) Quiz 06 due (In Blackboard) Quiz 07 Due (In Blackboard) Learning Assignment 03 Due (In Blackboard) (requires the ff.): Access Tutorial 1A Due (in MyITLab) Access Tutorial 1B Due (in MyITLab) Access Tutorial 2A Due (in MyITLab) Access Tutorial 2B Due (in MyITLab) Access Tutorial 3A Due (in MyITLab) Access Tutorial 3B Due (in MyITLab)

Important Date	Reason
	Access Volume 1 Skill-Based Exam Due (in MyITLab) Project Part 02 Due (In Blackboard)
Monday, 02 Jul	Learning Assignment 04 (optional, extra credit) Due (In Blackboard) Project Part 03 Due (In Blackboard) Project Part 04 Due (In Blackboard)
Monday, 02 Jul	Last Day of Class (No class)
Wednesday, 04 Jul	4 <sup>th</sup> of July Holiday
Friday, 06 Jul	Official Close of Summer 2 2012 Semester



# Blackboard

## For ITEC 1301 Students

ITEC 1301 will be using Blackboard Learn.

- **What is Blackboard Learn?**

Blackboard Learn is an online course management and delivery system. It has many tools that help instructors put course material online. **Blackboard Learn** is the newest version of Blackboard.

- **How will I get my Blackboard Learn User Name and Password?**

For Blackboard Learn, your User Name is your CougarNet User Name and your password is your CougarNet password.

- **Where do I find my Blackboard Learn courses?**

Once you have your User Name, go to <http://www.uh.edu/blackboard>. Click the red "Blackboard Learn 9.1" link. On the new page click the "Log in Here Blackboard Learn" button. Enter your User Name and password exactly as specified. Use "Check Your Browser" to check your computer configuration.

- **How do I get help using Blackboard Learn?**

Click on "Student Help" to see a variety of options. There is also a link to tutorials for students. It is on the page with the log in button for Blackboard Learn. Students can also call 713-743-1411 or send email to [support@uh.edu](mailto:support@uh.edu).

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### **DISCLAIMER/SYLLABUS CHANGE**

While every effort is made to ensure that all information and dates are accurate at the time of creating the syllabus, the instructor reserves the right to make changes to the course as needed. Modifications include, but are not limited to, adding quizzes and changing assignments and/or due dates. Verbal notification at any regularly scheduled class meeting, or through any of the established means of communication such as Blackboard Vista email or announcements, will constitute sufficient notice. Students are responsible for keeping abreast of any changes. The original syllabus will be maintained on Blackboard Vista.