



## Syllabus

LIS 636-202: Foundations of Information Technology  
Fall Semester, 2020 (17 August to 4 December)

Revised: 10 August 2020

### Instructor

Matthew Noe, MSLS  
Worcester, MA 01608  
Email: Canvas Inbox or  
[matthew.noe@uky.edu](mailto:matthew.noe@uky.edu)

### Office Hours

Most issues can be handled through email. I will frequently respond to emails as soon as possible, usually within 24 hours, weekdays. You may also ask to schedule an online appointment via Zoom.

## COURSE OVERVIEW

### Course Description

A study of the computing fundamentals needed for the understanding and use of information technology, which is essential to information professionals. Focus is on examining computer systems in concept and practice. Topics include how computers represent, process, store and retrieve information; how operating systems control these processes, interpret commands, present the user interface, and run applications; how databases are designed and created; and how a general understanding of programming processes and productivity software skills is important in a variety of professional contexts. Activities include work with Internet applications, web publishing, and database management systems.

### Student Learning Outcomes

To introduce basic computer and IT concepts including hardware, software, operating systems, Internet protocols and HTML, database design and implementation, and IT security issues.

At the end of this course, students will:

- Have developed a conceptual and practical understanding of the computing fundamentals essential to information technology systems, including how computers represent, process, store, and retrieve information, present the user interface, run useful applications, and interact in a networked world.
- Understand the function and role of operating systems in the management of computer processes and data.
- Have developed a knowledge base regarding computer hardware and software sufficient to make informed selection decisions and perform routine troubleshooting.
- Be familiar with general programming processes and develop basic script programming skills.
- Be familiar with database systems, systems analysis and modeling techniques (ERD and DFD), and normalization and build a relational database in Microsoft Access.
- Understand markup language concepts and basic web publishing and successfully upload them to a UNIX based web server.
- Be familiar with cloud computing applications.

## Course Materials

Textbook: *New Perspectives Computer Concepts 2018: Comprehensive*, Parsons (ISBN 13: 978-1305951495).

Additional Web Resources: Students may utilize various other materials are on the web as directed in each module. There is also a University of Kentucky's web-based training page at <http://www.uky.edu/hr/training/technology-software-training>.

## Course Expectations

Each week you will be expected to:

- Log into the Canvas course homepage to access course announcements, course information, review the week's learning objectives, and communicate with your fellow classmates.
- Complete all assigned readings.
- Read and understand any additional supplementary material that may be provided from time-to-time.
- Participate in the discussion boards and any other online assignments.
- Complete and submit all assignments and quizzes by their due date.

## Course Format and Schedule

This is an online, asynchronous course. The course includes online lectures (PPT slides), online discussions, exercises, quizzes, assignments (i.e. small projects), and exams. **For the purpose of this course, the week starts on Monday and ends on Sunday.** You will be expected to complete all required readings and assignments during the time frame given. An anticipated course schedule can be found at the end of the syllabus.

The Canvas course management system will be used to facilitate this class. Please see the "Technical Requirements" section of this syllabus to learn about this system and the login requirements. Teaching materials (syllabus, course notes, discussions, assignments, resources, etc.) will be made available in Canvas. All assignments should also be submitted via Canvas. You can check your grading status and progress in Canvas. Please visit the Canvas information pages at for more information. (See below.) For technical support, call the UKIT Service Desk at (859) 218-HELP (4357) or email [helpdesk@uky.edu](mailto:helpdesk@uky.edu).

## Communications

All course related communications (online discussions, queries on assignments, etc.) should occur within Canvas. Please post course-related questions on the Canvas discussion board because other students may have the same questions and receive the benefits from answers. Important announcements will be made through Canvas so it is essential that you check Canvas on a regular basis. Failure to receive such announcements cannot be used as an excuse for not being informed.

I prefer using the Canvas Inbox for email correspondence so that I can keep all course-related emails in one place; however, should it be necessary you may also email me at [matthew.noe@uky.edu](mailto:matthew.noe@uky.edu).

**Please include the course number in brackets [LIS636] in the subject line for all messages sent to this address.** I have an email filter that routes all course-related correspondence to a special inbox. **If you do not put [LIS636] in the subject line of your email I may not get to it for several days.** In ordinary circumstances, I will respond within 24 hours on weekdays, but you can expect a delay during weekends and holidays. I am also happy to meet with students online, but you should set up the appointment in advance via email. Please note that class communication is done via your official UK email address. You must check this frequently.

## ASSIGNMENTS AND GRADING

Your final grade is determined by your performance on the items below.

<u>Description</u>	<u>Points</u>
Assignment #1: Operating Systems	5
Assignment #2: Basic HTML	10
Assignment #3: Script Programming	5
Assignment #4: Databases	10
Assignment #5: Library IT Plan	15
Quizzes (12 @ 2 pts each)	24
Class Participation (1.5 pts/week)	21
<u>Final exam</u>	<u>10</u>
Total Points	100

Final grades will be calculated as follows:

- A = 90 points and above (Exceptional achievement)
- B = 80-89 points (Average achievement)
- C = 70-79 points (Below average achievement)
- E = below 70 points (Fail)

**I do not assign incompletes.**

### Assignments

All assignments will be posted at the beginning of the semester. Please submit your assignments through Canvas. Assignments are due by 11:59 p.m. (Eastern) on the due date. Submission dates will be based on the time stamp provided by Canvas. Assignments may be turned in early, though no extra credit is received for this. I will return graded assignments to you in a timely fashion via Canvas. An overdue assignment will get a penalty of 20% of total points for each day late. No assignment or project will be accepted after five days.

### Class Participation

Participation is measured by your contributions to the discussion boards. At the start of each week several discussion topics and online exercises will be posted in the discussion forum. The topics will relate to the course readings and any supplementary material assigned; online exercises are designed to give you hands-on experience using the concepts discussed.

Postings to the discussion forum can earn up to one-half point (0.5) for each posting for a maximum of one and a half (1.5) points per week. You are expected to make at least one original posting on the topic of your choice and two responses to other students' postings per week. This is the minimum requirement. Postings will be evaluated based on the substance, facts, ideas, opinions, tone, and style of your responses to the discussion board topic. **"I agree with the author" will not be deemed a credit-worthy response.**

### Quizzes

There will be one quiz per week based the chapters of our textbook. Quizzes are ONLY derived from textbook chapters and include matching, multiple choice, and true-false questions. Please see the course calendar to check the specific chapters for each week's quizzes. Quizzes will be available at the

start of each week and can be taken at any time until the close of the designated week. Quizzes cannot be taken late.

### **Final Exam**

The final exam will be posted at least one week before its due date. This will be a test to evaluate your mastery of basic information and concepts covered throughout the semester. It is worth 10% of your final grade.

## **COURSE POLICIES**

### **Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). Complete information can be found on the [Academic Ombud](#) page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rule 6.3.1* (see current [Senate Rules](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **Academic Accommodations Due to Disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](#), [email the DRC](#), contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

### **Classroom Behavior, Decorum, and Civility**

Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please help me maintain the most courteous environment by using a little peer pressure if necessary.

### **Counseling Center**

The UK Counseling Center (UKCC) provides a range of confidential psychological services to students enrolled in 6 credit hours or more, psychoeducational outreach programming (including QPR suicide prevention), and consultation to members of the UK community (students, faculty, staff, administrators, parents, concerned others).

Please visit the website [www.uky.edu/counselingcenter](http://www.uky.edu/counselingcenter) for more detailed information, or call 859.257.8701.

### **Excused Absences**

Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit "reasonable cause for nonattendance" by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student's total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an "I" for the course if the student declines a "W." (Senate Rules 5.2.4.2.1)

### **Fall Academic Calendar and Reading Days (COVID-19)**

Several modifications to the academic calendar have been made in response to the COVID-19 situation. The current calendar is available [here](#). The calendar features a Reading Day. The current Dead Week restrictions on certain instructional activities would continue to apply to Reading Days. An additional restriction would apply to Reading Days, namely no required class meetings or, more generally, no "required interactions." Reading Days are not academic holidays.

### **Non-Discrimination Statement and Title IX Information**

UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin,

national origin, creed, religion, political belief, sex, and sexual orientation, please see [the electronic version of UK's Administrative Regulation 6:1 \("Policy on Discrimination and Harassment"\)](#) . In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see [the electronic version of Administrative Regulations 6:2 \("Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation"\)](#). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit [the IEEO's website](#).

Faculty members are obligated to forward any report made by a student related to IEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can *confidentially* report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

### **TECHNICAL REQUIREMENTS, INFORMATION & RESOURCES**

This course will be conducted asynchronously via the Canvas course management system. Please visit the [Getting Started with Canvas module](#) to learn more about this system.

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#).

For account help, contact UK's [Information Technology Customer Services online](#), by [email](#), or by phone at 859-218-HELP (4357).

#### **Library and Distance Learning Services**

<http://www.uky.edu/Libraries/DLLS>

Carla Cantagallo, DL Librarian

Local phone number: (859) 218-1240

Long-distance phone number: (800) 828-0439 (option #6)

Email: [carla@uky.edu](mailto:carla@uky.edu)

DL Interlibrary Loan Service: [http://libraries.uky.edu/page.php?lweb\\_id=8&ltab\\_id=702](http://libraries.uky.edu/page.php?lweb_id=8&ltab_id=702)

## LIS 636-202 COURSE SCHEDULE, Fall 2020

(Schedule is subject to change. Changes will be posted in the Announcements.)

Revised: 10 August 2020

Week	Dates	Readings, Quizzes, and Assignments
1	August 17 – 23	<ul style="list-style-type: none"> <li>• Read Syllabus</li> <li>• Introduce yourself to the class in discussion forum</li> </ul>
2	August 24 – 30	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Quiz 1</li> </ul>
3	August 31 – September 6	<ul style="list-style-type: none"> <li>• Chapter 2: Digital Devices</li> <li>• Quiz 2</li> </ul>
4	September 7 – 13	<ul style="list-style-type: none"> <li>• Chapter 6: Software</li> <li>• Quiz 3</li> <li>• <b>Assignment #1: Operating Systems (9/13)</b></li> </ul>
5	September 14 – 20	<ul style="list-style-type: none"> <li>• Chapter 3: Networks</li> <li>• Quiz 4</li> </ul>
6	September 21 – 27	<ul style="list-style-type: none"> <li>• Chapter 1: Digital Content</li> <li>• Quiz 5</li> </ul>
7	September 28 – October 4	<ul style="list-style-type: none"> <li>• Chapter 4: The Web</li> <li>• Quiz 6</li> </ul>
8	October 5 – 11	<ul style="list-style-type: none"> <li>• Chapter 7: Digital Security</li> <li>• Quiz 7</li> <li>• <b>Assignment #2: Basic HTML (10/11)</b></li> </ul>
9	October 12 – 18 *Midterm, 10/12	<ul style="list-style-type: none"> <li>• Chapter 5: Social Media</li> <li>• Quiz 8</li> </ul>
10	October 19 – 25	<ul style="list-style-type: none"> <li>• Chapter 11: Programming</li> <li>• Quiz 9</li> </ul>
11	October 26 – November 1	<ul style="list-style-type: none"> <li>• Chapter 9: Information Systems</li> <li>• Quiz 10</li> <li>• <b>Assignment #3: Script Programming (11/1)</b></li> </ul>
12	November 2 – 8 *Election Day, 11/3	<ul style="list-style-type: none"> <li>• Chapter 10: Databases</li> <li>• Quiz 11</li> </ul>
13	November 9 – 15	<ul style="list-style-type: none"> <li>• Chapter 8: The ICT Industry</li> <li>• Quiz 12</li> <li>• <b>Assignment #4: Database Exercise (11/15)</b></li> </ul>

14	November 16 – 22	<ul style="list-style-type: none"> <li>• Course summary &amp; reflections</li> </ul>
15	November 23 – 29 *Thanksgiving Holiday, 11/25 – 11/28	<ul style="list-style-type: none"> <li>• Assignment #5: Library IT Plan (11/24)</li> </ul>
16	November 30 – December 4 *Reading Day, 11/30	<ul style="list-style-type: none"> <li>• Final exam (no later than 12/4)</li> </ul>