Syllabus

LIS 636-201: Foundations of Information Technology
Spring Semester, 2016 (13 January-6 May)
Revised: 3 January 2016

Instructor

Anthony Ubelhor, MA, MSLS, PMP
Richland, WA 99352
Email: anthony.ubelhor@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 contact me via e-mail to schedule an online appointment via Adobe Connect, Skype, or by other means.

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 the Office suite, Internet applications and 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: *Computer Concepts 2014: Comprehensive*, by Julia Parsons and Dan Oja (ISBN 13:978-1-285-09692-6).

Additional Web Resources: Students may utilize various other materials are on the web as directed in each module. The publisher of our text also has a website you can register for at http://login.cengage.com/cb/ that has some resources. There is also a University of Kentucky's web-based training page at http://www.uky.edu/HR/etraining/.

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 class, 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.

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.

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 welcome emails sent to anthony.ubelhor@uky.edu or through Canvas Course Messages. I prefer using Canvas Course Messages for email correspondence so that I can keep all course-related emails in one place; however, please feel free to email me at anthony.ubelhor@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 in-box. **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 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.

Description	Points
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
Final exam	10
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 assign incompletes only when I am convinced the student's circumstances warrant it.

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.

Some of the assignments will be discussed in following week's online discussion forum after the assignments are due. Most assignments will help build a base for future assignments and discussions, thus all assignments should be turned in on time as specified. 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 one response to other students' postings per week. This is the minimum requirement—the equivalent of a "B" grade for participation (1 point). Less participation will lower the grade; frequent, informed participation will raise it. Postings will be evaluated based on the substance,

facts, ideas, opinions, tone, and style of you 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

According to Senate Regulation 6.3.1: "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." For specific information regarding the University's code and regulations on plagiarism and cheating, visit:

http://www.uky.edu/StudentAffairs/Code/
http://www.uky.edu/StudentAffairs/Code/part2.html
http://www.uky.edu/Ombud/Plagiarism.pdf

Academic Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please contact me as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754) for coordination of campus disability services available to students with disabilities.

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.

TECHNICAL REQUIREMENTS, INFORMATION & RESOURCES

This course will be conducted asynchronously via the Canvas course management system. Please visit the links below to learn about this system and the login requirements:

https://uk.instructure.com/courses/1096339

In order to have a successful educational experience in distance learning courses, there are minimum technology requirements that should be met. You can review the minimum recommendations and guidelines for your computer at:

http://www.uky.edu/ukit/hardwareguide

The UKIT Service Desk is available to help with any computer or technical issue you encounter, 24 hours per day, seven days per week. Whether you are having trouble logging into a course or have a question about installing software, the service desk is available to help. Contact them at:

http://www.uky.edu/ukit/Help/
Phone: 859-218-HELP(4357)
Toll-Free: 1-877-481-
UKIT(8548)
Email: helpdesk@uky.edu

Library and Distance Learning Services

http://www.uky.edu/Libraries/DLLS
Carla Cantagallo, DL Librarian
Local phone number: (859) 257-0500, ext. 2171
Long-distance phone number: (800) 828-0439 (option #6)
Email: dllservice@email.uky.edu
DL Interlibrary Loan Service:
http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

LIS 636-220 COURSE SCHEDULE, SUMMER 2015

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

Revised: 3 January 2016

Week	Dates	Readings, Quizzes, and Assignments
0	**January 13-17**	• Introduce yourself to the class in the discussion forum.
1	**January 18-24**	• Chapter 1: Computers and Digital Basics. • Quiz 1
2	**January 25-31**	• Chapter 2: Computer Hardware • Quiz 2
3	**February 1-7**	• Chapter 4: Operating Systems and File Management • Quiz 3 • Assignment #1: Operating Systems (2/7)
4	**February 8-14**	• Chapter 3: Software • Quiz 4
5	**February 15-21**	• Chapter 8: Digital Media • Quiz 5
6	**February 22-28**	• Chapter 5: Local Area Networks • Quiz 6
7	**February 29-March 6**	• Chapter 6: The Internet • Quiz 7
8	**March 7-13**	• Chapter 7: The Web and Email • Quiz 8 • Assignment #2: Basic HTML (3/18)
9	**March 14-20**	• Spring Break
10	**March 21-27**	• Chapter 12: Computer Programming • Quiz 9 • Assignment #3: Script Programming (3/27)
11	**March 28-April 3**	• Chapter 10: Information Systems Analysis and Design • Quiz 10
12	**April 4-10**	• Chapter 11: Databases • Quiz 11 • Assignment #4: Database Exercise (4/10)

13	**April 11-17**	• Chapter 9: The Computer Industry • Quiz 12
14	**April 18-24**	• Course summary & reflections
15	**April 25-May 2**	• Assignment #5: Library IT Plan (5/2)
16	**May 2-6**	• Final exam (due 5/6)