

Syllabus

LIS 636-202: Foundations of Information Technology
Spring Semester, 2020 (15 January-8 May)

Revised: 12 January 2020

Instructor

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Email: Canvas Inbox

Office Hours

Most issues can be handled through Canvas email. I will frequently respond to emails as soon as possible, usually within 24 hours, weekdays. You may also schedule an online appointment via Zoom, 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 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: *Computer Concepts 2018: Comprehensive*, by Julia Parsons and Dan Oja (ISBN 13: 978-1-337-38853-5).

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/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 readings, online lectures (PPT slides and/or videos), online discussions, exercises, quizzes, assignments (i.e. small projects), and exams. For the purposes of this course, the week starts at 12:00 a.m. on Monday and ends at 11:59 p.m. 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, and all assignments should be submitted via Canvas as well. You also 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, correspondence, etc.) should occur within Canvas. Please post course-related questions on the Canvas discussion board as 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 your Canvas Inbox on a regular basis. Failure to receive such announcements cannot be used as an excuse for not being informed.

All private correspondence with me should be made using the Canvas Inbox. I will not respond to emails sent outside of Canvas. In ordinary circumstances, I will respond within 24 hours on weekdays, but you can expect a delay during weekends and holidays. Questions about assignments made the day the assignment is due have little chance of being answered in time. I am also happy to meet with students online, but you should set up the appointment in advance via Canvas.

ASSIGNMENTS AND GRADING

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

<u>Description</u>	<u>% of Final Grade</u>
Assignment #1: Operating Systems	5
Assignment #2: Basic HTML	10
Assignment #3: Script Programming	10
Assignment #4: Databases	10
Assignment #5: Library IT Plan	15
Quizzes	20
Class Participation	20
<u>Final exam</u>	<u>10</u>
Total	100

Final grades will be calculated as follows:

- A = 90% and above (Exceptional achievement)
- B = 80-89% (Average achievement)
- C = 70-79% (Below average achievement)
- E = below 70% (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 late 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 to 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 (1) point per week. You are expected to make at least one original posting on the topic of your choice and one response to other student's postings per week. 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 and any additional assigned readings. Quizzes may include matching, multiple choice, short answer, short essay, and true-false questions. Please see the course calendar to check the specific readings 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 on the first day of finals week (see schedule). The exam will consist of a series of short essay questions and will be a test to evaluate your mastery of basic information and concepts covered throughout the semester. The final exam cannot be submitted late. 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>

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. Contact them at:

<http://www.uky.edu/its/customer-support-student-it-enablement/customer-services>

Phone: 859-218-4357

Email: 218help@uky.edu

Library and Distance Learning Services

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

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 636-202 COURSE SCHEDULE, Spring 2020

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

Revised: 13 January 2020

Week	Dates	Readings, Quizzes, and Assignments
0	January 15-19	<ul style="list-style-type: none">• Introduce yourself to the class in the discussion forum.
1	January 20-26	<ul style="list-style-type: none">• Chapter 1: Digital Content.• Quiz 1
2	January 27-February 2	<ul style="list-style-type: none">• Chapter 2: Digital Devices• Quiz 2
3	February 3-9	<ul style="list-style-type: none">• Chapter 6: Software• Quiz 3
4	February 10-16	<ul style="list-style-type: none">• Chapter 3: Networks• Quiz 4• Assignment #1: Operating Systems (2/16)
5	February 17-23	<ul style="list-style-type: none">• Chapter 4: The Web• Quiz 5
6	February 24-March 1	<ul style="list-style-type: none">• Chapter 5: Social Media• Quiz 6
7	March 2-8	<ul style="list-style-type: none">• Chapter 7: Digital Security• Quiz 7
8	March 9-15	<ul style="list-style-type: none">• Chapter 8: The ICT Industry• Quiz 8• Assignment #2: Basic HTML (3/15)
9	March 16-22	<ul style="list-style-type: none">• Spring Break
10	March 23-29	<ul style="list-style-type: none">• Chapter 11: Programming• Quiz 9• Assignment #3: Script Programming (3/29)
11	March 30-April 5	<ul style="list-style-type: none">• Chapter 9: Information Systems• Quiz 10
12	April 6-12	<ul style="list-style-type: none">• Chapter 10: Databases (pt. 1)• Quiz 11

13	April 13-19	<ul style="list-style-type: none"> • Chapter 10: Databases (pt. 2) • Quiz 12 • Assignment #4: Database Exercise (4/19)
14	April 20-26	<ul style="list-style-type: none"> • TBD
15	April 27-May 3	<ul style="list-style-type: none"> • Assignment #5: Library IT Plan (5/3)
16	May 4-8	<ul style="list-style-type: none"> • Final exam (due 5/8)