

**University of Kentucky**  
**School of Library & Information Science (SLIS)**

**[IS/ICT 202-201][Technologies for Information Services]**  
**[Spring 2015/2015]**  
**[January 14, 2015 – May 8, 2015]**

**Instructor**

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Preferred method of contact: Email

**Office Hours**

- Mondays: 11 AM to 2 PM  
Wednesdays: 11 AM to 1 PM
- How to contact me for an appointment:  
Email
- Maximum time frame for response:  
Will respond as soon as possible  
Maximum: 12 hours any day of the week including weekends
- Office Hours:  
I am available anytime by email. I am also available in the office anytime if a prior arrangement is made

**Class Information**

- ONLINE
- Final exam date and time  
May 4, 2015

**COURSE INFORMATION**

**Course Description**

IS/ICT 202-201 Technologies for Information Services

This course is designed to teach the fundamental concepts of information technology in ways relevant to professional practice in informatics and the information professions. It explores applications of computers and networks to information problems. Included are features of hardware, types of software, commercial systems and search engines.

**Course Objectives**

- Provide a comprehensive introduction to computing, networking, database (and other relevant) technologies in use today in various sectors of society.

- Explain the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software, network, database, the Web, and enterprise computing.
- Present the most-up-to-date technologies and devices used to capture, process, store, and transfer information.
- Provide students an understanding of why computers and various other technologies are essential components in society today.

## **Course Outcomes**

- Students will finish this course with a strong understanding of the operation of computers, networks, databases, and various other relevant technologies that are used to provide different types of services.
- Students will have a good knowledge of some of the basic components of computing, networking, and database technologies.
- Students will be able to apply their knowledge to develop solutions that can support the delivery of information services.

## **Required Reading**

**Required Textbook:** Misty E. Vermaat, “Discovering Computers: Essentials”, 1<sup>st</sup> Edition ISBN-13: 978-1-285-161785, 2013. Lecture notes will be provided to all students on a weekly basis throughout the semester.

**Reference Textbook:** Gary B. Shelly and Misty E. Vermaat, “Discovering Computers, Your Interactive Guide to the Digital World”, ISBN-13: 9781111530457, 2012.

## **STUDENT EVALUATION**

### **Grading Parameters**

- 2 projects: 20%
- 6 quizzes (30%)
- **Midterm exam** (25%) [covers the first half of the course]
- **Final exam** (25%) [covers the second half of the course]. However, the instructor reserves the right to retest on material that was not appropriately understood. Such material will be highlighted before the final exam

### **Grading Rubric (See Submission of Course Assignments for details)**

- Late assignments are only acceptable under exceptional circumstances or if the instructor has been notified ahead of time. For all other cases, submissions handed in after the submission deadline will be assessed with a penalty of 5% per day.
- Submitted work which does not conform to the required standard (in terms of file format, line spacing, grammar, etc.) as set in the “Submission of Course Assignments” in this syllabus will be graded with points taken off accordingly.

### **Grading Scale**

- [90% – 100%] = **A (Exceptional Achievement)**
- [80% – 89%] = **B (High Achievement)**
- [70% – 79%] = **C (Average Achievement)**
- [60% – 69%] = **D (Below Average Achievement)**
- [0% – 59%] = **E (Failing)**

### **Absences/Attendance**

The instructor’s policies on academic integrity, excused absences, incompletes, accommodations due to disability are described in the general course policies of SLIS described at <http://ci.uky.edu/lis/sites/default/files/policies.pdf>

### **Submission of Course Assignments**

- All assignments and project reports must be submitted electronically.
- All times specified for submission deadlines are Eastern Standard Time (EST).

- All submitted work must be typed [12 point, Time Roman, single line spacing, 1 inch margins] using **Microsoft WORD (.doc, .docx, .rtf)** and be thoroughly spellchecked and free of grammatical mistakes.
- All files submitted must have the following text “**firstname\_lastname<day-month submitted>**” as part of the filename.
- All sources used during the preparation of all submitted works must be clearly identified in a separate list of ordered [e.g., [1], [2], [3], etc.] references (in a **Reference** section placed after the main document). These references must be cited within the text of the submission where appropriate.

## **Group Work and Collaboration**

All assignments should be undertaken individually. For projects requiring group work, detailed instructions will be outlined in the project description. When group work is performed, each member of the group must state his/her contributions very clearly and all members of the group must agree on each member’s contributions before the start of the project and inform the instructor (in writing) about the expected efforts of each member of the group.

## **TECHNOLOGY INFORMATION & RESOURCES**

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students:  
<https://iweb.uky.edu/MSDownload/>.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.

### **Information Technology Customer Service Center (UKIT)**

<http://www.uky.edu/UKIT/>; 859-218-4357

### **Library Services**

#### **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](mailto:dllservice@email.uky.edu)
- DL Interlibrary Loan Service:  
[http://www.uky.edu/Libraries/libpage.php?lweb\\_id=253&lib\\_id=16](http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lib_id=16)

#### **Course Reserves**

[http://www.uky.edu/Libraries/page.php?lweb\\_id=23&ltab\\_rank=3](http://www.uky.edu/Libraries/page.php?lweb_id=23&ltab_rank=3)

## **GENERAL COURSE POLICIES**

### **Military Members and Veterans**

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of

the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Please visit <http://www.uky.edu/veterans> for more available resources.

### **Academic Integrity**

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:

<http://ci.uky.edu/lis/sites/default/files/policies.pdf>

## **COURSE CALENDAR**

<b>Lecture Material, Quizzes, Projects, Exams</b>	
Lecture Material	Posted <b><i>weekly</i></b> on blackboard
Quiz 1	January 30, 2015
Quiz 2	February 13, 2015
Quiz 3	February 27, 2015
Quiz 4	March 27, 2015
Quiz 5	April 10, 2015
Quiz 6	April 24, 2015
Project 1	Due 6 PM (EST) on February 18, 2015
Project 2	Due 6 PM (EST) on April 17, 2015
Mid-term exam	<b>March 9, 2015</b>
Final exam	<b>May 4, 2015</b>

**NOTE:** Please contact me as early as possible to make the appropriate arrangements in case you cannot take the quizzes or exams on the dates specified above.

Tentative topics to be covered in this course include:

Week 1	Digital Literacy	
Week 2	The Internet	
Week 3	Application and System software	Quiz 1
Week 4	Components of a computer system unit	
Week 5	Input	Quiz 2
Week 6	Output	Project 1
Week 7	Storage	Quiz 3
Week 8	Mobile Devices	
Week 9	Programs and Applications	<b>Mid-Term Exam: March 9, 2015</b>
Week 10	<b>SPRING BREAK</b>	
Week 11	Operating Systems	Quiz 4
Week 12	Computer Networks	
Week 13	Database Management	
Week 14	Digital Safety, Security and Privacy, Ethics	Quiz 5

Week 15	Digital Safety, Security and Privacy, Ethics	Project 2
Week 16	Programming Languages and Enterprise Computing	Quiz 6
Week 17		<b>Final Exam: May 4, 2015</b>

Lecture notes cover important materials that need a thorough understanding by the students. Homework assignments are intended to reinforce the material in the text and will often require external materials outside the book to be consulted. Quizzes will help ensure students stay up with the materials being taught. Midterm and final exams may be preceded by short reviews of the materials to be tested.

### **COURSE ASSIGNMENTS**

The hands-on projects will require students to apply their knowledge and skills to design solutions and answer questions of varying difficulty for realistic business scenarios. In addition, as part of the project, students will often need to develop their *critical thinking skills* for given realistic scenarios: they must be able to identify the problem, analyze the options available, and develop an appropriate solution to meet the requirements of the given project scenario.

<b>Projects</b>	<b>Due Dates</b>
Project 1	Due 6 PM (EST) on February 18, 2015
Project 2	Due 6 PM (EST) on April 17, 2015

As mentioned earlier in the syllabus, all assignments and project reports must be submitted electronically by the date and time due.

**NOTE: This syllabus may be changed at any time at the discretion of the instructor.**