**Instructor**
Anthony Ubelhor  
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Lexington, KY 40506-0224  
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Email: anthony.ubelhor@uky.edu  
Skype: Anthony.Ubelhor  
Preferred method of contact: email

**Office Hours**
M-F 8:00-5:00 (EST) and by appointment.  
Contact me via e-mail to schedule an appointment. We can meet in my office or arrange to meet online via Adobe Connect, Skype, or by other means. I will frequently respond to emails as soon as possible, usually within 24 hours weekdays.

**COURSE INFORMATION**

**Course Description**
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 hardware features, types of software, commercial systems, and search engines.

**Course Goals**
This course will present the most-up-to-date technology in an ever-changing discipline, give students an in-depth understanding of why computers are essential in informatics and the information professions, and teach fundamentals of computers and networks.

**Textbook**

**Student Learning Outcomes**
Students completing this course will be able to:
- Explain fundamental concepts of information technology;
- Understanding of why computers are essential components in business, education, and society;
- Demonstrate an understanding of the fundamentals of computers and computer nomenclature, particularly with respect to computer hardware, types of software, computer networks, commercial systems, and the web.

**Course Expectations**
Each week you will be expected to:
1. Log into the Blackboard course homepage to access course announcements, course information, review the week’s learning objectives, and communicate with your fellow classmates.
2. Complete all assigned readings.
3. Read and understand any additional supplementary material that may be provided from time-to-time.
4. Participate in the discussion boards and any other online assignments.
5. Complete and submit all assignments and quizzes by their due dates.

Course Format
This is an online course. The Blackboard course management system will be used to facilitate the class. Please see the “Technical Requirements” section of this syllabus to learn about this system and the login requirements.

The course will be split into Modules that will last approximately one week. Each Module will contain readings and several Discussion Board questions. Modules may also contain tutorials, lectures, exercises, and quizzes. Go to “Course Modules” on Blackboard for details. You will be expected to complete all required readings and assignments during the Module time frame.

STUDENT EVALUATION

Grading Parameters
Total points will be computed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Weekly Quizzes</td>
<td>160</td>
<td>(50%)</td>
</tr>
<tr>
<td>Written Exercises</td>
<td>80</td>
<td>(25%)</td>
</tr>
<tr>
<td>Class Participation</td>
<td>80</td>
<td>(25%)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>320</td>
<td>(100%)</td>
</tr>
</tbody>
</table>

Final grades will be calculated as follows:

- A >= 288 points (Exceptional achievement)
- B >= 256 points (High achievement)
- C >= 224 points (Average achievement)
- D >= 192 points (Below average achievement)
- E < 192 points (Fail)

All exercises and quizzes will be graded within one week of submission.

Quizzes
You are to take eight weekly quizzes based on the contents of the textbook readings, course notes and Powerpoint presentations, and discussion topics. Quizzes will be timed and are worth 20 points each. They will contain a mixture of true/false, multiple choice, short answers, and fill-in-the-blanks questions. When you prep for the quiz pay close attention to the “Chapter Review,” “Key Terms,” and “Checkpoint” exercises located at the back of your textbook chapter. Each individual quiz will be opened on Friday at 5:00PM and closed on Sunday at midnight, except for the final quiz which will be opened on Tuesday, July 30 and closed on Wednesday, July 31 at midnight.

Exercises
Four practical exercises will be given that require you to work beyond the textbook using outside resources to sharpen the knowledge and skills that you have learned in the class lessons. Exercise guidelines will be made available at the start of each Module.
Participation
Each week several discussion topics will be posted in the discussion forum. The topics will relate to the course readings and any supplementary material assigned. 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—the equivalent of a "B" grade for participation. Less participation will lower the grade; frequent, informed participation will raise it to a maximum of 10 points per week. You 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.

Discussion board topics will be posted no later than Sunday at midnight at the start of each week.

COURSE POLICIES

Policies concerning academic integrity, excused absences, and incompletes are available online in the “Student Code of Conduct” at: http://www.uky.edu/StudentAffairs/Code/

Submission of Course Assignments
Course assignment must be submitted via Blackboard. Submission dates will be based on the time stamp provided by Blackboard. Assignments that are turned in late will be marked one letter grade lower unless prior approval from the instructor has been obtained. (NOTE: Assignments more than one week past the original due date will not be graded.)

All submitted material must include your name, my name, the course number and the date within the document. When submitting assignments via Blackboard, make sure to give your work a document name to indicate what the item is (i.e. “lastname-exercise1”). Also, make sure your word processing software allows you to save files in Microsoft Word format (.doc, .docx, or .rtf). I cannot read Macintosh .pages files, so Mac users will need to save their assignments in a different format.

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

ADA Services
If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu.

Diversity Statement
The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others’ ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, etc., will not be tolerated.
TECHNICAL REQUIREMENTS, INFORMATION & RESOURCES

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

http://www.uky.edu/DistanceLearning/current/technology/blackboard.html
http://www.uky.edu/Blackboard/

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>.

You are also encouraged to acquire the following hardware, software, and Internet connection to ensure that all systems used by distance learning courses will function properly:

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<thead>
<tr>
<th>Hardware</th>
<th>Software</th>
<th>Internet Connection</th>
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</thead>
<tbody>
<tr>
<td>• Headset with a microphone</td>
<td>• The latest version of Java (Available through <a href="http://java.com/en/">http://java.com/en/</a>)</td>
<td>• 1 MBPS Broadband Connection</td>
</tr>
<tr>
<td>• Webcam (Recommended)</td>
<td>• The latest version of Adobe Flash (Available through <a href="http://get2.adobe.com/flashplayer/">http://get2.adobe.com/flashplayer/</a>)</td>
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<tr>
<td></td>
<td>• The latest version of Adobe Acrobat Reader (Available through <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>)</td>
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<tr>
<td></td>
<td>• Microsoft Office (Available free to students through <a href="http://download.uky.edu">http://download.uky.edu</a>)</td>
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To test your Internet connection to see if it is sufficient, run the speed test at <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html>.

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

Distance Learning Library Services

Information on Distance Learning Library Services is available at:

Carla Cantagallo, DL Librarian
(859) 257-0500, ext. 2171
Email: dllservice@email.uky.edu
http://libraries.uky.edu/dlls
## COURSE SCHEDULE
(Schedule is subject to change. Changes will be posted in the Announcements.)

<table>
<thead>
<tr>
<th>Module &amp; Dates</th>
<th>Topics &amp; Readings</th>
<th>Due</th>
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<tbody>
<tr>
<td>2. June 17-23</td>
<td>Ch. 3-Application Software (140-177).</td>
<td>Quiz 2 by midnight Sunday, June 23.</td>
</tr>
<tr>
<td>3. June 24-30</td>
<td>Ch. 4-The Components of the System Unit (208-241).</td>
<td>Exercise 2 by 5PM Friday, June 28. Quiz 3 by midnight Sunday, June 30.</td>
</tr>
<tr>
<td>4. July 1-7</td>
<td>Ch. 7-Storage (350-381).</td>
<td>Quiz 4 by midnight Sunday, July 7.</td>
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