

ICT 202 – Online – Spring 2018 Technologies for Information Services

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| Instructor: | Dr. Nicholas Proferes |
| Office Address: | 352 Lucille Little Library |
| Email: | nproferes@uky.edu |
| Office Phone: | 859-218-3417 |
| Office hours: | Monday and Wednesday, 10 – noon. |
| Virtual Office hours: | Available via Skype during Office Hours. |
| Preferred method of contact: | E-mail: I usually respond to questions within 48 hours. |

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

Prerequisites

None

Student Learning 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.

Course Objectives

1. Provide a comprehensive introduction to computing, networking, database (and other relevant) technologies in use today in various sectors of society.
2. Explain the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software, network, database, the Web, and enterprise computing.
3. Present the most-up-to-date technologies and devices used to capture, process, store, and transfer information.
4. Provide students an understanding of why computers and various other technologies are essential components in society today.

Required Materials

Required Textbook: Misty E. Vermaat. (2017). *Discovering Computers 2017* (Shelly Cashman Series). Cengage Learning. ISBN: 978-1-305-65745-8

Course Activities and Assignments

- Two projects (10% each) – 20%
- Six quizzes (5% each) – 30%
- Midterm Exam – 25% (Covers first half of the semester)
- Final Exam – 25% (Covers second half of the semester)

Course Assignments

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.

Projects

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.

Quizzes

Quizzes help ensure that students are keeping up with the readings. These quizzes will take place via the Canvas system. They will be timed tests, which must be taken at a specific day & time.

Exams

Written Assignments

Written assignments are to be written in **Word or Open Office format**. Papers are to be **double-spaced** using a 12-point kerned font such as Times New Roman with 1 to 1.25 inch margins. You may not resubmit work that has already been used in fulfillment of the requirement of this or any other course. Rules of academic conduct require that you not use the work of others without clearly indicating it as such. Academic misconduct may result in a lowered grade, no credit for a given assignment, or removal from the course.

It is expected students will both consult and appropriately cite the academic and primary source literature where needed. It is imperative that students employ a variety of scholarly and primary sources on which to build their arguments. As such, you should search bibliographies in the material we are reading, use library databases, and conduct library searches to identify material on their chosen topic. Please rely on a commonly used style manual for your submissions (e.g. APA, MLA or Chicago). These are available in the Library or may be purchased through online book vendors. If you are uncertain about how to cite electronic sources, consult one of the many electronic guides to citing electronic sources available on the net. Minimal reference content includes: author (if known), date (if given), title, URL, and date accessed.

Course Grading

90 – 100% = A

80 – 89% = B

70 – 79% = C
60 – 69% = D
Below 60% = E

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

Important Notes

1. Be sure to complete readings prior to the class meeting.
2. You are responsible for all information, announcements, and changes addressed in classes and/or Canvas.
3. The instructor reserves the right to alter the syllabus during the semester, if necessary.

Submission of Assignments

Assignments are to be submitted online on Canvas. If you submit a piece of coursework after the deadline but within 24 hours of the deadline, your grade will be reduced by 25 percent. Assignments submitted more than 24 hours after the deadline, but less than 48 hours will be marked down by 50 percent. Assignments will not be accepted after 48 hours of the deadline.

COURSEWORK MUST BE SUBMITTED THROUGH CANVAS

Discussing Grades

Students who have grade or exam concerns must approach the professor during office hours, or through appointment. Once grades are posted online, you may visit the professor during office hours or by appointment to review your work. Please contact the professor if you do not find grades posted.

Students who wish to discuss grades or scores earned have one week from the date grades are posted to do so. Grades will not be addressed after this time period has expired. Students need to contact the professor for an appointment to discuss the issue. Students must bring a written explanation of their dispute with them to this appointment. If the matter is still unresolved, students need to contact the director of School of Information Science. Students that do not fulfill these requirements will not be addressed and the original grades will be final.

Attendance Policy

This class is a community whose success depends on *everyone's* participation. It is vital, particularly for an online class, for you to participate in order to be successful. In the event that you are unable to submit an assignment due to an emergency, you will be asked to provide official written documentation for excused absences the next time you are in class in order for your absence to be excused. Students have 48-hours to notify the professor of an emergency. Extensions will not be given beyond this deadline. For any emergency situation that arises, email your instructor as soon as you know about the situation when possible. Students have one week to complete a missed assignment due to an excused absence upon their return without penalty.

If you know ahead of time that you will be absent from class with an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made prior to such absences.

Excused Absences

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are strongly encouraged to withdraw from the class if more than 20% of the scheduled classes for the semester are missed per university policy. Please reference the definition of excused absences in the current edition of *Student Rights and Responsibilities* or on the web at http://www.uky.edu/Faculty/Senate/rules_regulations/Rules%20Versions/MASTER%20RULES%20from%20February%202012_clean.pdf

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 at the following website: <http://www.uky.edu/Ombud>. 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 Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *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.

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. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:
<https://ci.uky.edu/sis/sites/default/files/policies.pdf>

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:
<http://download.uky.edu/>.

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 #: (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

For more resources about online classes and student resources, visit

<http://www.uky.edu/ukonline/>

The School of Information Science has a page with a comprehensive list of technology resources here: <http://ci.uky.edu/sis/students/techtips>

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. Visit <http://www.uky.edu/veterans> for more available resources.

Course Calendar

| Date | Topic | Assignment |
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| Week 1 | Welcome and Class Overview | Read Syllabus |
| Week 2 | Digital Literacy | |
| Week 3 | The Internet | Quiz 1 |
| Week 4 | The Internet, Part 2 | |

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| Week 5 | Computers and Mobile Devices | Quiz 2 |
| Week 6 | Programs and Apps | Quiz 3 |
| Week 7 | Digital Safety and Security | Project 1 |
| Week 8 | Inside Computers and Mobile Devices | Mid-Term Exam |
| Week 9 | Input and Output | |
| Week 10 | SPRING BREAK (No Class) | |
| Week 11 | Digital Storage, The Cloud | Quiz 4 |
| Week 12 | Operating Systems | Quiz 5 |
| Week 13 | Communications and Networks | Project 2 |
| Week 14 | Information and Data Management | Quiz 6 |
| Week 15 | Information Systems and Program Development | |
| Week 16 | The Future of Technologies for Information Services | Final Exam |

Classroom Behavior Policies

To help facilitate a positive and productive learning atmosphere for everyone in class, I encourage you to participate in classroom discussions. There may be situations in the class where you disagree about the kinds of policies that should exist. Constructive discussion about the merits of different approaches is an important part of the policy making process. Remember, however, to ensure you are respectful of your peers at all times as you contribute.