

University of Kentucky
School of Information Science (SIS)
ICT/IS 202-201 Technologies for Information Services
FALL 2016
August 24, 2016 – December 16, 2016

Instructor

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Office Hours

- TR 12.00pm – 2:00pm (EST). You will need to make an appointment.
- Contact via email to schedule an appointment
- I will frequently respond to emails as soon as possible, usually within 24 hours weekdays.

Class Information

- ONLINE

COURSE INFORMATION

Course Description

ICT/IS 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. (2013). Discovering Computers 2014 (Shelly Cashman Series). Cengage Learning. ISBN: 978-1285161761.

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)

- Assignments delivered on time will receive an extra point. That amounts to 10 extra points over the course of the semester. Late assignments are accepted with no penalty.
- 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 references (in a **Reference** section placed after the main document). These references must be cited within the text of the submission where appropriate. Use APA (<http://www.apastyle.org/learn/quick-guide-on-references.aspx>) for your reference style.

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
- DL Interlibrary Loan Service:
http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lweb_id=16

Course Reserves

http://www.uky.edu/Libraries/page.php?lweb_id=23&lweb_id=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

Quizzes, Projects, Exams	
Quiz 1	September 9, 2016
Quiz 2	September 16, 2016
Quiz 3	September 23, 2016
Quiz 4	November 4, 2016
Quiz 5	November 25, 2016
Quiz 6	December 2, 2016
Project 1	October 7, 2016
Project 2	November 18, 2016
Mid-term exam	October 20, 2016
Final exam	December 16, 2016

NOTE: All quizzes, projects and exams are due at midnight on the due date.

Tentative topics to be covered in this course include:

Module 1	Digital Literacy	
Module 2	The Internet	Quiz 1
Module 3	Computers and Mobile Devices	Quiz 2
Module 4	Programs and Apps	Quiz 3
Module 5	Digital Safety and Security	Project 1
Module 6	Inside Computers and Mobile Devices	Mid-Term Exam
Module 7	Input and Output	Quiz 4
Module 8	Digital Storage	Project 2
Module 9	Operating Systems	
Module 10	Communications and Networks	Quiz 5
Module 11	Information and Data Management	Quiz 6
Module 12	Information Systems and Program Development	Final Exam

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.

Projects	Due Dates
Project 1	October 7, 2016
Project 2	November 18, 2016

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.