



Syllabus

ICT 202-210: Technologies for Information Services
Summer Semester, 2018 (7 June-2 August)

Revised: 2 May 2018

Instructor

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Email: Canvas Inbox

Office Hours

Most issues can be handled through 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.

COURSE OVERVIEW

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.

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.

Student Learning Outcomes

At the end of this course:

- Students will have 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 Materials

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

Course Format and Schedule

This is an online, asynchronous course. The course includes online lectures (PPT slides & videos), online discussions, exercises, quizzes, assignments (i.e. small projects), and exams. For the purpose of this course, the week starts at midnight EST on Monday and ends at 11:59 pm EST 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, thus you will need access to an appropriate computer with a reliable Internet connection. 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, supplemental materials, web resources, etc.) will be made available in Canvas. All assignments should be submitted via Canvas, and there you can also check your grading status and progress. 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

I use the Canvas Inbox for all course-related email correspondence. Do not try to contact me through other channels. In ordinary circumstances, I will respond within 24 hours on weekdays, but you can expect a delay during weekends and holidays. I am also happy to meet with students online, but you should set up the appointment in advance via Canvas email. Please note that class communication is done via your official UK email address. You must check this frequently.

Please post course-related questions on the Canvas discussion board so that other students with the same questions can receive the benefits from answers. Important announcements will be made through Canvas, so it is essential that you check Canvas on a regular basis. Failure to receive such announcements cannot be used as an excuse for not being informed.

ASSIGNMENTS AND GRADING

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

- Class Participation, 20%
- Quizzes, 30%
- Project 1, 10%
- Project 2, 20%
- Midterm Exam, 10%
- Final Exam, 10%

Final grades will be calculated as follows:

- A = 90% and above (Exceptional achievement)
- B = 80%-89% (High achievement)
- C = 70%-79% (Average achievement)
- D = 60%-69% (Below average achievement)
- E = below 60% (Fail)

I do not assign incompletes.

Class Participation

Participation is measured by your contributions to the discussion boards. Each week throughout the semester several discussion topics and online exercises will be posted in the discussion forum. The topics will relate to the course readings and 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 point (1) for each posting for a maximum of three (3) points per week. (You are expected to make one or more original posting on the topic of your choice, and one or more responses—to other students' 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

Quizzes are derived from the chapters of our textbook and include matching, multiple choice, true-false, and fill-in the blank questions. Please see the course calendar to check the specific date and content for each quiz. Quizzes will be available at the start of the week and can be taken at any time until the close of the designated week. Quizzes cannot be taken late.

Projects

Projects should be submitted through Canvas, and are due by 11:59 p.m. (Eastern) on the due date. Submission dates will be based on the time stamp provided by Canvas. Projects may be turned in early, though no extra credit is received for this. I will return graded projects to you in a timely fashion via Canvas. Late projects will be docked 25% for each day late. No project will be accepted more than four days after the deadline.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Midterm & Final Exams

The midterm and final exams will be posted at least one week before their respective due dates. Each will be a test to evaluate your mastery of basic information and concepts covered throughout the semester. The midterm exam will cover all assigned material up to and including material assigned the week of the midterm. The final exam is not comprehensive, and will only cover material assigned after the midterm.

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.

Online 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>

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&llib_id=16

ICT 202-210 COURSE SCHEDULE, Summer 2018

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

Revised: 2 May 2018

Week	Dates	Topics and Assignments
1	June 7-10	<ul style="list-style-type: none">• Introduce yourself to the class in the discussion forum.• Read Ch. 1, "Introducing Today's Technologies"
2	June 11-17	<ul style="list-style-type: none">• Read Ch. 2, "Connecting and Communicating Online"• Quiz 1
3	June 18-24	<ul style="list-style-type: none">• Read Ch. 3, "Computers and Mobile Devices"• Read Ch. 4, "Programs and Apps"• Quiz 2
4	June 25-July 1	<ul style="list-style-type: none">• Read Ch. 5, "Digital Security, Ethics, and Privacy"• Quiz 3• Midterm Exam
5	July 2-8	<ul style="list-style-type: none">• Read Ch. 6, "Computing Components"• Read Ch. 7, "Input and Output"• Quiz 4• Project 1
6	July 9-15	<ul style="list-style-type: none">• Read Ch. 8, "Digital Storage"• Read Ch. 9, "Operating Systems"• Quiz 5
7	July 16-22	<ul style="list-style-type: none">• Read Ch. 10, "Communicating Digital Content"• Read Ch. 11, "Building Solutions"• Quiz 6
8	July 23-29	<ul style="list-style-type: none">• Read Ch. 12, "Working in the Enterprise"• Project 2
9	July 30-Aug 2	<ul style="list-style-type: none">• Final Exam

All readings are from *Discovering Computers 2017*, unless otherwise noted.