Syllabus
LIS 636-210: Foundations of Information Technology
Summer Session, 2022 (June 14-August 10)
Revised: April 22, 2022

Instructor

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Email: Canvas Inbox only

Office Hours

Most issues can be handled through Canvas 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, or by other means.

COURSE OVERVIEW

Course Description
A study of the computing fundamentals needed for the understanding and use of information technology, which is essential to information professionals. Focus is on examining computer systems in concept and practice. Topics include how computers represent, process, store and retrieve information; how operating systems control these processes, interpret commands, present the user interface, and run applications; how databases are designed and created; and how a general understanding of programming processes and productivity software skills is important in a variety of professional contexts. Activities include work with Internet applications, web publishing, and database management systems.

Student Learning Outcomes
To introduce basic computer and IT concepts including hardware, software, operating systems, Internet protocols and HTML, database design and implementation, and IT security issues.

At the end of this course, students will:
- Have developed a conceptual and practical understanding of the computing fundamentals essential to information technology systems, including how computers represent, process, store, and retrieve information, present the user interface, run useful applications, and interact in a networked world.
- Understand the function and role of operating systems in the management of computer processes and data.
- Have developed a knowledge base regarding computer hardware and software sufficient to make informed selection decisions and perform routine troubleshooting.
- Be familiar with general programming processes and develop basic script programming skills.
- Be familiar with database systems, systems analysis and modeling techniques (ERD and DFD), and normalization and build a relational database in Microsoft Access.

- Understand markup language concepts and basic web publishing and successfully upload them to a UNIX based web server.
- Be familiar with cloud computing applications.

Course Materials

Textbook: *Computer Concepts 2018: Comprehensive*, by Julia Parsons and Dan Oja (ISBN 13: 978-1-305-95149-5).

Important Note: To complete this course you will be required to download and install several software applications. These apps are free, but to do so you must have access to a computer or laptop with local storage such as an SSD or hard drive. Laptops that exclusively use web-apps and cloud storage (e.g. Chromebook) will not allow you to install this software and thus are not recommended.

Course Format and Schedule

This is an online, asynchronous course which is on an accelerated schedule. The course is divided into weekly modules roughly corresponding to the chapters of the textbook, and includes online lectures (PPT slides), online discussions, exercises, quizzes, assignments, small projects, and an exam. We will cover approximately two textbook chapters per week. For the purposes of this course, the week starts at 12:01 a.m. on Monday and ends at 11:59 p.m. 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. 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, resources, etc.) will be made available in Canvas. All assignments should also be submitted via Canvas. You can check your grading status and progress in Canvas. 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.

Course Expectations

For each module you will be expected to:
- Log into the Canvas course homepage to access course announcements, course information, review the week's learning objectives, and communicate with your fellow classmates.
- Complete all assigned readings.
- Read and understand any additional supplementary material that may be provided from time-to-time.
- Participate in the discussion boards and any other online assignments.
- Complete and submit all assignments and quizzes by their due date.

Communications

All course-related communications should occur within Canvas. If you have a question about the course, please post it first on the "Questions About the Course" discussion board so that

other students may benefit from your answer. For private correspondence with me use the Canvas Inbox. **Do not send email messages to me at any other domain** (e.g. @uky.edu, @gmail.com) as they will end up in my spam folder and most likely be ignored. 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.

ASSIGNMENTS AND GRADING

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

Description	Value
Assignment #1: Operating Systems	5%
Assignment #2: Basic HTML	10%
Assignment #3: Script Programming	10%
Assignment #4: Databases	10%
Assignment #5: Library IT Plan	15%
Quizzes	20%
Class Participation	20%
Final exam	10%
Total	100%

Final grades will be calculated as follows:

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

I do not assign incompletes.

Assignments
All assignments will be posted at the beginning of the semester. Please submit your assignments through Canvas. Assignments are due by 11:59 p.m. (EST) on the due date. Submission dates will be based on the time stamp provided by Canvas. Assignments may be turned in early, though no extra credit is received for this. I will return graded assignments to you in a timely fashion via Canvas. An overdue assignment will get a penalty of 20% of total points for each day late. No assignment or project will be accepted after five days.

Class Participation
Class participation is measured by your contributions to the discussion boards. At the start of each module several discussion topics and online exercises will be posted in the discussion forum. Discussion topics will relate to the course readings and any supplementary material assigned, whereas online exercises are designed to give you hands-on experience using the concepts discussed.

Postings to the discussion forum can earn up to one (1) point for each posting for a maximum of two (2) points per module. For each module you are expected to make at least one (1) original posting on the topic or online exercise of your choice and one response to another student's posting. 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
There will be one open-book quiz per module based the chapters of our textbook. Quizzes are ONLY derived from textbook chapters and include matching, multiple choice, short answer, and true-false questions. Please see the course calendar to check the specific chapters for each module's quiz. Quizzes will be available at the start of each module and can be taken at any time until the close of the designated module. <u>Quizzes cannot be taken late</u>.

Final Exam
The final exam will be posted during the last week of class. The open-book exam will consist of a series of short essay questions to evaluate your mastery of basic information and concepts covered throughout the semester. It is worth 10% of your final grade. <u>The final exam cannot be taken late</u>.

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. 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.

Classroom 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
> 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

LIS 636-210 COURSE SCHEDULE, Summer 2022
(Schedule is subject to change. Changes will be posted in the Announcements.)
Revised: April 22, 2022

Week	Dates	Readings, Quizzes, and Assignments
1	Jun. 14-19	• Introduce yourself in the discussion forum. • Introduction (from textbook) • Quiz 1
2	Jun. 20-26	• Chapter 1: Digital Content • Chapter 2: Digital Devices • Quiz 2 • Assignment #1: Operating Systems (6/26)
5	Jun. 27-Jul. 3	• Chapter 3: Networks • Chapter 4: The Web • Quiz 3
6	Jul. 1-4	• Chapter 6: Software • Chapter 11: Programming • Quiz 4
7	Jul. 4-10	• Assignment #2: Basic HTML (7/10)
8	Jul. 11-17	• Chapter 5: Social Media • Chapter 8: The ICT Industry • Quiz 5 • Assignment #3: Script Programming (7/17)
9	Jul. 18-24	• Chapter 9: Information Systems • Chapter 10: Databases • Quiz 6
10	Jul. 25-31	• Chapter 7: Digital Security • Quiz 7 • Assignment #4: Database Exercise (7-31)
11	Aug. 1-7	• Assignment #5: Library IT Plan (8/7)
12	Aug. 8-10	• Final exam (due 8-10)