University of Kentucky
School of Library & Information Science (SLIS)

LIS 636: Foundations of Information Technology
Fall 2015 (August 26 to December 11)

Instructor   **Office Hours**
Youngseek Kim   Wednesdays: 9:00 a.m. – 1:00 p.m.
Assistant Professor   and by appointments
Office: 331 Little Library Building   *Virtual office hours are available during the*
Phone: (859) 218 – 2295   *regular office hours via Adobe Connect*
Email: youngseek.kim@uky.edu and Blackboard Course Messages (Preferred)
Response Time: Within 24 hours during weekdays (expect a delay during weekends and holidays)

Course Information
This is an online course. Please visit https://elearning.uky.edu/ (Blackboard) for course homepage.

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 the Office suite, Internet applications and 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:

(1) 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.
(2) Understand the function and role of operating systems in the management of computer processes and data.
(3) Have developed a knowledge base regarding computer hardware and software sufficient to make informed selection decisions and perform routine troubleshooting.
(4) Be familiar with general programming processes and develop basic script programming skills.
(5) Be familiar with database systems, systems analysis and modeling techniques (ERD and DFD), and normalization and build a relational database in Microsoft Access.
(6) Understand markup language concepts and basic web publishing and successfully upload them to a UNIX based web server.
(7) Be familiar with cloud computing applications.

COURSE MATERIALS

Required Textbook:
Computer Concepts 2014: Comprehensive by Julia Parsons and Dan Oja (ISBN 13:978-1-285-09692-6).

Additional Web Resources:
Students may utilize various other materials are on the web as directed in each module. The publisher of our text also has a website you can register for at http://login.cengage.com/cb/ that has some resources. There is also a University of Kentucky's web based training page at http://www.uky.edu/HR/etraining/.

COURSE CONDUCT

The course includes *online* lectures (PPT slides), *online* discussions and exercises, quizzes, assignments (i.e. small projects), and exam. As this is an online course with no set meeting times, the question arises when are assignments due each week. For the purposes of this class we will treat Monday as the first day of class each week. Also, readings should be completed by at least Wednesday in order to participate in online discussions and take weekly quizzes. I will put up course notes (PPT slides) no later than midnight on Sunday of each week. Regarding the weekly discussion, you need to answer some discussion questions and discuss them (see more information below). The discussion board is asynchronous, meaning that you can join in the discussion whenever it is convenient for you to do so.

Blackboard as the Main Platform of the Course
This class uses Blackboard as a required and main part of the course. Teaching materials (syllabus, course notes, discussions, assignments, resources, etc.) will be made available in the Blackboard. All assignments should also be submitted to the Blackboard. Students can check grading status and progress in the Blackboard. Please visit the Blackboard Information Pages at http://wiki.uky.edu/Blackboard/ to learn about the Blackboard. For technical support, call the UKIT Service Desk at (859) 218-HELP (4357) or email helpdesk@uky.edu.

Communications:
All course related communications (online discussions, queries on assignments, etc.) will occur within the Blackboard. Please post your questions on the Blackboard discussion board because other students may have the same questions and receive the benefits from answers. Important announcements will be made inside the Blackboard. Students thus are required to check Blackboard on a regular basis. Failure to receive such announcements cannot be used as an excuse for not being informed.

I welcome emails sent to my UKY.EDU email account and/or Blackboard Course Messages account. I prefer to use the Blackboard Course Messages in order to keep all course related emails in one place to facilitate communication; however, please feel free to send me any email message to my UKY.EDU email account. Please do not expect an immediate response on your email message. However, in ordinary circumstances, it is expected that the instructor will respond within 24 hours during weekdays. Please expect a delay during weekends and holidays.

METHODS OF ASSESSMENT

Your final grade is determined by your performance on the items in the table below. Assignments will be assigned as the course continues. There will be a final exam at the end of this course. Lastly, we will have weekly online discussion and quiz.

Each assignment will be posted at least two weeks before its due date, and the final exam will be posted at least one week before its final submission. Please submit your assignments through Blackboard assignment drop-box. The table below shows the list of assignments, participation, quiz, and exam and the points for each component.

Type	Topic	Points	Sub Total
Assignments	Assignment #1: Operating System	5.0	50.0
	Assignment #2: Basic HTML	10.0	
	Assignment #3: Script Programming	5.0	
	Assignment #4: Database Exercise	10.0	
	Assignment #5: Library IT Plan	20.0	
Weekly Activities	Online Discussion (1.5 pts per week/1 pts for week 1)	22.0	40.0
	Weekly Quiz (1.5 pts per chapter*12 chapters)	18.0	
Exam	Final Exam	10.0	10.0
		Total: 100.0	

Online Discussion:
Students are expected to participate in the weekly discussion (or exercise) via the Blackboard Discussions. I will pose several discussion questions and/or one or two exercises, so you can have the discussions based on the questions and/or exercises. In addition, there will be course content discussion thread and technical problem discussion thread, where you can talk about each week's course material and technical problems with regards to your exercise(s) and assignment(s).

The discussion will start on Monday morning, and it will end on the following Sunday night. I will leave the discussion forum open later, but I am going to evaluate your postings during the week ONLY. You can earn up to 1.5 points for each week's discussion and/or exercises (except the first week: 1 point). You can earn up to 0.5 point for (1) any valuable posting regarding the discussion questions which are posed for each week, (2) your own question regarding each week's course content, and (3) comments/answers for the questions posed by other students. This means that you need to post at least 3 valuable postings for a week in order to get 1.5 points for that week.

A valuable posting or quality posting includes a substantive and thoughtful contribution to each week's discussion topics, during that week. No credit will be given for posts that occur after the week. A quality posting is both substantive (in most instances this means at least 100 words) and thoughtful ("I agree with the author" only is not a credit-worthy response). Also, please write each discussion posting concisely (100 to 200 words – 1 or 2 paragraphs). I encourage you to complete your discussion posts and other work in Word and then paste it to Blackboard. If you compose online and there is a technology-related failure, you will likely lose your work.

Weekly Quiz:
You would need to take the weekly quiz based on the chapters of our textbook (Computer Concepts). The weekly quiz is ONLY from textbook chapters; please see the course calendar to check the specific chapter for each week's quiz. The weekly quiz will be available at the beginning of the designated week, and it will be still available one more week after the end of the designated week. You have two weeks to take the weekly quiz, so please plan taking the weekly quiz according to your schedule. No credit will be given for the quizzes taken after the two week period.

Late assignment policy:
Some of the assignments will be discussed in following week's online discussions after the assignments are due. Most assignments will help build a base for future assignments and discussions. Thus all

assignments should be turned in on time as specified. <u>An overdue assignment will get a penalty of 20% of total points for each day late. No assignment and project will be accepted after five days.</u>

Grade Expectations:
Grades are based on the quality of the submitted work, not upon how well others performed. The following are grade expectations and divisions.

Grade		Expectation
A	90% - 100%	Exceptional Achievement
B	80% - 89%	High Achievement
C	70% - 79%	Average Achievement
E	0% - 69%	Failing

RE-GRADING REQUESTS

The grade for each assignment is recorded in the Blackboard before the assignment is returned to the student. It is a student's responsibility to ask questions or request re-grading of an assignment within five business days from the time the assignment is returned. No re-grading requests will be accepted after the five business day period.

ETHICS & POLICIES

Excused Absences and Verification: Please refer to Student Rights and Responsibilities, Part II, Section 5.2.4.2 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK's policy on excused absences. You can request verification for excused absences.

Excused absences include (as defined at the web site above):
- Significant illness of student or serious illness of household member or immediate family
- Death of a household member or immediate family
- Trips for members of student organizations, class excursions or participation in intercollegiate athletic events
- Major religious holidays
- Any other circumstance that the instructor finds reasonable cause for nonattendance

Academic Accommodations: If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

Academic Integrity, Cheating and Plagiarism: You are expected to submit your own original work for all assignments in this course. See the home page for the Office of Academic Ombud Services (http://www.uky.edu/Ombud) for a definition of plagiarism, how to avoid plagiarism and UK's new academic offense policy. Please refer to Student Rights and Responsibilities, Part II, Section 6.3 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK's policy on academic integrity.

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.

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).

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

GENERAL COURSE POLICIES

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

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.

TENTATIVE CLASS SCHEDULE (AS OF 8/13/2015)

Week	Date	Topic	Reading	Due Date	
				Quiz	**Assignment/Exam**
1	8/26	Course Introduction			
2	8/31	Computers and Digital Basics	Ch. 1	Quiz 1 (9/13)	
3	9/8	Computer Hardware (9/7 Labor Day)	Ch. 2	Quiz 2 (9/20)	
4	9/14	Operating Systems and File Management	Ch. 4	Quiz 3 (9/27)	Assignment #1: Operating System (9/20)
5	9/21	Software	Ch. 3	Quiz 4 (10/4)	
6	9/28	The Web and E-mail	Ch. 7	Quiz 5 (10/11)	
7	10/5	The Internet	Ch. 6	Quiz 6 (10/18)	Assignment #2: Basic HTML (10/11)
8	10/12	Local Area Networks	Ch. 5	Quiz 7 (10/25)	
9	10/19	Digital Media	Ch. 8	Quiz 8 (11/1)	
10	10/26	Computer Programming	Ch. 12	Quiz 9 (11/8)	Assignment #3: Script Programming (11/1)
11	11/2	Information Systems Analysis and Design	Ch. 10	Quiz 10 (11/15)	
12	11/9	Databases	Ch. 11	Quiz 11 (11/22)	
13	11/16	The Computer Industry	Ch. 9	Quiz 12 (12/6)	Assignment #4: Database Exercise (11/22)
14	11/23	Thanksgiving – Enjoy!			
15	11/30	Course Summary	TBA		*Final Exam Review*
16	12/7	Reflections	TBA		Assignment #5 (12/13); Final Exam (12/13)

*All the submission time is 11:59 p.m.
**The due date for Quiz 12 is 12/6 due to Thanksgiving holiday week.