

Syllabus

LIS636-201 & -202: Foundations of Information Technology
Spring Session, 2022 (January 10-April 27)

Revised: January 5, 2022

Instructor

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Richland, WA 99352
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 modules roughly corresponding to the chapters of the textbook, and includes online lectures (PPT slides), online discussions, exercises, quizzes, assignments, small projects, and a final exam. 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 most likely end up in my spam folder and 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.

<u>Description</u>	<u>Value</u>
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%
<u>Final exam</u>	<u>10%</u>
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 projects 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 point for each posting for a maximum of

two points per module. For each module you are expected to make at least one 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. Quizzes cannot be taken late.

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. The final exam cannot be taken late.

COURSE POLICIES

For a complete list of University Senate academic policy statements, visit <https://www.uky.edu/universitysenate/acadpolicy>

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.

Diversity, Equity, and Inclusion

The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community (Governing Regulations XIV). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community (<https://www.uky.edu/regs/gr14>). These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and anti-racist environment. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record or the college's diversity officer, who is charged with addressing concerns about diversity, equity, and inclusiveness (uky.edu/inclusiveexcellence/college-diversity-inclusion-officers). Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, or identity-based violence, visit the Bias Incident Support Services website (<https://www.uky.edu/biss/report-bias-incident>).

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

LIS636 COURSE SCHEDULE, Spring 2022

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

Revised: January 5, 2022

Module	Dates	Readings, Quizzes, and Assignments
1	Jan. 10-16	<ul style="list-style-type: none">• Introduce yourself in the discussion forum.• Introduction (from textbook)• Quiz 1
2	Jan. 17-23	<ul style="list-style-type: none">• Chapter 1: Digital Content.• Quiz 2
3	Jan. 24-30	<ul style="list-style-type: none">• Chapter 2: Digital Devices• Quiz 3
4	Jan. 31-Feb. 6	<ul style="list-style-type: none">• Chapter 3: Networks• Quiz 4• Assignment #1: Operating Systems (due 2-6)
5	Feb. 7-13	<ul style="list-style-type: none">• Chapter 4: The Web• Quiz 5
6	Feb. 14-20	<ul style="list-style-type: none">• Chapter 5: Social Media• Quiz 6
7	Feb. 21-27	<ul style="list-style-type: none">• Chapter 6: Software• Quiz 7
8	Feb. 28-Mar. 6	<ul style="list-style-type: none">• Assignment #2: Basic HTML (due 3-6)
9	Mar. 7-13	<ul style="list-style-type: none">• Chapter 11: Programming• Quiz 8• Assignment #3: Script Programming (due 3-13)
10	Mar. 14-20	<ul style="list-style-type: none">• Spring Break
11	Mar. 21-27	<ul style="list-style-type: none">• Chapter 7: Digital Security• Quiz 9
12	Mar. 28-Apr. 3	<ul style="list-style-type: none">• Chapter 10: Databases• Quiz 10

13	Apr. 4-10.	<ul style="list-style-type: none"> • Chapter 9: Information Systems • Quiz 11 • Assignment #4: Database Exercise (due 4-10)
14	Apr. 11-17	<ul style="list-style-type: none"> • Chapter 8: The ICT Industry • Quiz 12
15	Apr. 18-24	<ul style="list-style-type: none"> • Assignment #5: Library IT Plan (due 4-24)
16	Apr. 25-28	<ul style="list-style-type: none"> • Final exam (due 4-28)