University of Kentucky
School of Information Science (SIS)
[ICT/IS 202-201][Technologies for Information Services]
[Fall 2017]
[August 23, 2017 – December 8, 2017]

Instructor

Joe Kohlburn
Adjunct Instructor
Email : jrko229@g.uky.edu
Preferred method of contact: Email

Office Hours

- Online. Contact via email.
- During the week, the instructor will respond to emails within 24 hours. On weekends and holidays, the instructor will respond by monday, or the following regular workday.

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. (2018). Discovering Computers 2018 (Shelly Cashman Series). Cengage Learning. ISBN: 978-1-33728510-0.

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 underlined 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

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud (Links to an external site.)Links to an external site.. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html (Links to an external site.)Links to an external site.) states that 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 the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else

are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin.

Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

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

Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. 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, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

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&llib_id=16

COURSE CALENDAR

Quizzes, Projects, Exams	
Quiz 1	September 12, 2017
Quiz 2	September 19, 2017
Quiz 3	September 26, 2017
Quiz 4	October 17, 2017
Quiz 5	November 7, 2017
Quiz 6	November 14, 2017
Project 1	October 3, 2017
Project 2	October 24, 2017
Mid-term exam	**October 10, 2017**
Final exam	**December 5, 2017**

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 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 3, 2016
Project 2	October 24, 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.