Syllabus Spring 2011 / Dr. Guy J. Cortesi – IST523

IST523 Fundamentals of Information Technology - Syllabus Spring 2011

Lecturer: Dr. Guy J. Cortesi guy.cortesi@gmail.com Office Hours: by appointment

Course Description:
IST 523 provides a basic grounding and fluency in the basic information technology (IT) skills necessary for information professionals. The course introduces students to, and provides practical exercises on, several areas of information technology including the personal computer (PC) and PC applications (PC hardware & software), networking, web page design and website development/maintenance including JavaScript, databases, spreadsheets, and information security.

Fluency is a key term in the description of this course. Fluency attempts to: (1) make you into a life-long learner of Information Technology, and (2) give you the ability to adapt to the technologies you know, those you don’t know, and those not even invented yet. This course will teach fluency by helping you acquire three kinds of knowledge: skills (learned by doing), concepts (the why of technology), and capabilities (powers or abilities).

Learning Objectives:
Upon successful completion of IIST 523, students will:
• have a basic understanding of basic concepts and terminology of information technology and be able to define them
• have a basic understanding of personal computers and their operations
• have acquired basic skills and be able to use the main personal computer applications
• have acquired basic web design and development skills
• have an increased ability to learn and explore new information technologies with confidence
• be able to identify issues related to information security

Required Textbook: Fluency 4 with Information Technology: Skills, Concepts, & Capabilities by Lawrence Snyder Publisher: Prentice Hall Copyright year: © 2011 Pages: 816 ISBN-10: 0136091822. This textbook is available at the University Bookstore and MaryJane Bookstore. In addition, there will be selected information distributed via Blackboard.

Course Location
This course be will meet Tuesdays from 4:15-7:00PM in HS004.

Course Website and Blackboard
Blackboard will be used to provide essential course materials, the most current syllabus, and assignment documents and no separate course website will be maintained. However, this is not an online course and class attendance is essential and required.

Evaluation:
Exams: One exam will be given. A portion of the class period preceding the exam will be utilized for a review session. There is no final exam during finals week.

Assignments: There will be five (5) assignments. Detailed requirements and due dates for the assignments will be provided in Blackboard at least 1 week before it is due. Assignments will be graded on a 10-point scale and will be added together to account for 50% of the final grade.
Final Project: A single final project will be required of each student that will be documented in the form of a website / WIKI. The project will require further research and investigation of a technology area included in the course and pre-approved in a proposal that must be submitted to the instructor. The requirements and topics for this project and proposal will be fully described in a Blackboard later in the course. The final project proposal is worth 5 points and the final project is worth 20 points (25 points total).

Grading
A final grade will be determined as a weighted average of these scores using the following weights:

Exam 20%
Assignments 50%
Final Project 25%
Class Participation: 5%

Total possible points = 100

Grading Scale
A: 100-95 points A-: 94-90 points
B+: 89-87 points B: 84-86 points B-: 80-83 points
C+: 79-76 points C: 75-70 points
D: 69-60 points
F: 59 points and below

Students must complete all requirements in order to pass the course. A grade of incomplete will be given only when circumstances beyond the student's control cause a substantial amount of course work to be unfinished by the end of the semester. Whenever possible, the student is expected to make extra efforts to prevent this situation from occurring. The instructor will be the sole judge of whether an incomplete is warranted.

Attendance/Lateness
Students are expected to attend every class and to be on time. Attendance will be taken at every class meeting. An excused absence (one approved by either instructor prior to class or supported by a letter from the Dean of Undergraduate Studies) will not impact your grade. Each unexcused absence will result in a 1-point deduction from your class participation grade. You are asked to notify your instructor in advance if you cannot attend class, must arrive late or leave early, or intend to withdraw from the course.

Students With Disabilities
Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodation in this class, please notify the Director of Disabled Student Services (Campus Center 137, 442-5490).

Academic Honesty
The instructor of this course has a zero tolerance policy for academic dishonesty, plagiarism, and cheating and any such activity will be reported to the Office of Judicial Affairs according to the policies set forth in the current University at Albany Undergraduate Bulletin or University at Albany Graduate Bulletin, whichever is applicable to the student. The instructor abides by and enforces all relevant University at Albany policies.
Course Outline and Readings
The following schedule of lecture topics and reading assignments is preliminary and may be changed as the semester progresses. The final schedule and specific h/w and lab assignments and materials will be provided in Blackboard. Students are expected to have read the listed material before it is covered in class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Reading</th>
<th>Lecture &amp; Lab Topics</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1/25</td>
<td>Fluency: Ch. 1 and 2</td>
<td>Class orientation; Computer hardware &amp; software;</td>
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<tr>
<td>2/1</td>
<td>Fluency: Ch. 3 and 14</td>
<td>Networking; Blackboard &amp; Spreadsheets</td>
<td>Assignment 1 due</td>
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<tr>
<td>2/8</td>
<td>Fluency: Ch 4</td>
<td>HTML; file management</td>
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<tr>
<td>2/15</td>
<td>Fluency: Ch. 8</td>
<td>Digital representation of information</td>
<td>Assignment 2 due</td>
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<td>2/22</td>
<td></td>
<td>Winter Break</td>
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<tr>
<td>3/1</td>
<td>Fluency: Ch. 9 and 11</td>
<td>Digital representation of multimedia; Computer operations, Review</td>
<td>Assignment 3 due</td>
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<tr>
<td>3/8</td>
<td></td>
<td>Exam</td>
<td>Chapters 1,2,3,4,8,9,11,14</td>
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<tr>
<td>3/15</td>
<td>Fluency: Ch. 10, 18 and 19</td>
<td>Algorithms; Basic JavaScript</td>
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<td>3/22</td>
<td>Fluency: Ch. 7, 20, 21, 22</td>
<td>More JavaScript</td>
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<tr>
<td>3/29</td>
<td>Fluency: Ch.16</td>
<td>Database basics</td>
<td>Assignment 4 due</td>
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<tr>
<td>4/5</td>
<td>Fluency: Ch. 17</td>
<td>More databases</td>
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<td>4/12</td>
<td>Fluency: Ch.12 and 13</td>
<td>Social implications of IT; digital security</td>
<td>Assignment 5 due</td>
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<td>4/19</td>
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<td>Spring Break</td>
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<td>4/26</td>
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<td>Special Topic</td>
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<td>5/3</td>
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<td>Last Class – wrap-up</td>
<td>Final Project Due</td>
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There will be additional readings related to course topics. These readings will be posted in Blackboard.

Updated 1/1/11 gjc