

**IIST 523 Fundamentals of Information Technology**  
**Course Number: 5320**  
**Class meets on Tuesday 12:20 – 3:25pm in Draper 023**

**Instructor:** Hsia-Ching (Carrie) Chang

**Office:** Draper 118

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**Office Hours:** By appointment

\*Email the instructor directly for any course related communication.

**Course Description:**

IIST 523 provides a basic grounding 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.

**Course 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

**Textbook:**

Snyder, Lawrence. 2007. *Fluency with information technology: Skills, concepts, and capabilities*. 3rd Edition. Boston: Addison-Wesley. ISBN: 0321512391.

\*This is a required textbook for the course and it is available at Mary Jane Bookstore (<http://maryjanebooks.com>).

\*The publisher provides access to resources for students through the book's website available at:

[http://wps.aw.com/aw\\_snyder\\_fluency\\_3/79/20307/5198635.cw/index.html](http://wps.aw.com/aw_snyder_fluency_3/79/20307/5198635.cw/index.html)

### **Course Requirements:**

- ✓ **Readings:** Students are expected to read the assigned materials before each class. For specific readings, please see the semester schedule. Additional readings may be added from time to time.
- ✓ **Attendance:** You are asked to notify your instructor in advance if you cannot attend class, must arrive late or leave early, expect to submit work late, or intend to withdraw from the course.
- ✓ **Participation:** Students are expected to be prompt and prepared for class as well as participate in the classroom and online (BLS) discussions. Participation (Lab work, BLS discussions, classroom discussions, etc.) accounts for 5% of total course grade.
- ✓ **Assignments:** There are eight (8) short assignments and a final project (described below) for this course. All assignments are located in the **Assignments** section of the course's BLS site. For all assignment deadlines, see the **Schedule** section of the WebCT site and the WebCT course calendar. Any changes to assignment deadlines will be posted to the **Main** discussion topic in WebCT and a note will be sent via WebCT **Mail**. Students should check WebCT Discussion and Mail regularly (at least twice a week) and participate in online discussion.
- ✓ **Project:** Each student (individually) will complete a Website development project. Once you have decided on your preferred Website development project topic, you need to get the instructor's approval on your topic and submit a (one page) preliminary project proposal. Each student will prepare and make presentations on his/her respective project in class at the end of the semester (see semester schedule for details). For details on the project as well as its requirements and expectations, see the **Project** section of the BLS site.

#### **Assignment/Project Submission**

All assignments and projects must be submitted as electronic documents (single file for each assignment/project; save it as a zip file if assignment/project is in multiple files) via WebCT mail (sent to the instructor) by **midnight** Eastern Standard Time on the due dates. Each student is responsible for submitting the assignments/projects on time. Late submissions will not be accepted without the express permission of the instructor and students who submit their work late will lose 5 points at the discretion of the instructor.

Any written report that is word-processed should be double-spaced. Students are required to cite sources, if any are used in their written reports, according to either the American Psychological Association (APA) or Turabian style manual. Please choose only one style manual and use it throughout the report.

- **American Psychological Association. 2001. *Publication manual of the American Psychological Association*, 5th ed. Washington, DC: American Psychological Association.**
- **Turabian, Kate L. 1996. *A manual for writers of term papers, theses, and dissertations*. 6th ed. Chicago: University of Chicago Press.**

(\*Both style manuals are available in the reference sections of University Libraries, including the Dewey Library.)

### **Grading:**

<b>Task</b>	<b>Percentage of Total Grade</b>
Lab Work and Participation	<b>20%</b>
Assignments (Assignments 1 and 2 carry 2% each; Assignments 3 to 8 carry 6% each)	<b>40%</b>
Final Project Proposal	<b>5%</b>
Final Project	<b>25%</b>
Final Presentation	<b>10%</b>
<b>Total</b>	<b>100%</b>

<b>Letter Grade</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D</b>	<b>E</b>
<b>Scale</b>	95-100	90-94	86-89	83-85	79-82	75-78	71-74	68-70	60-67	0-59

### **Policy on Academic Dishonesty and Disabilities:**

Academic dishonesty, **plagiarism**, and cheating 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.

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).

### Schedule, Course Topics, Assignments

Date	Topic	Reading	Assignment Due
<b>Week 1</b> 01/23	Class orientation; IT resources of the university, BLS & Email exercises	None	
<b>Week 2</b> 01/30	Computer hardware & software; file management; Unix	Ch. 1 and 2	Assignment 1 (Email & WebCT)
<b>Week 3</b> 02/06	Networking; Spreadsheets	Ch. 3 and 13	Assignment 2 (Short answers)
<b>Week 4</b> 02/13	HTML	Ch. 4, 5, and 6	Assignment 3 (Spreadsheets)
<b>Week 5</b> 02/20	Advanced HTML: Web navigation structures: frames; lists; Images in Webpages; Image Map	Ch. 4 and 8	Assignment 4 (Web Page 1), Project Topics
<b>Week 6</b> 02/27	Digital representation of multimedia; Computer operations	Ch. 9 and 11	Assignment 5 (Web Page 2)
<b>Week 7</b> 03/05	Algorithms; Basic JavaScript	Ch. 10, 18 and 19	Project Proposal
<b>Week 8</b> 03/12	Advanced Algorithms and JavaScript	Ch. 7, 20, 21, and 22	
<b>Week 9</b> 03/19	Database basics	Ch. 14	Assignment 6 (Algorithm)
03/26	No Class - Spring Break	Ch. 15 and 16	Assignment 7 (JavaScript)
<b>Week 10</b> 04/02	Social implications of IT; digital security	Ch. 12 and 17	Assignment 8 (Databases)
<b>Week 11</b> 04/09	Evaluating a Web site	Ch. 23 and 24	Progress report on projects
<b>Week 12</b> 04/16	Student Interest Topics		
<b>Week 13</b> 04/23	Student Interest Topics		
<b>Week 14</b> 04/30	Final presentation of projects in class		Project

\*This schedule may be updated/ changed regularly.

\* Submit all assignments and projects to the instructor via BLS mail by **midnight** Eastern Standard Time on the due dates.