

IIST 523: Fundamentals of Information Technology (6789) Syllabus - Fall 2008 (W 9:00 - 11:50AM, Draper 015)

Contact Information

Instructor's Name	Office	Phone	Email	Office Hours
Abebe Rorissa	Draper 140B	(518) 442-5123	arorissa@albany.edu*	W, 12:30 – 3:00PM & Th, 1:00 - 3:30PM; By appointment

*Please use Blackboard mail and discussion for any course related communication.

Dept. of Information Studies Main Office	Phone	Fax	Email	URL
Draper 113	(518) 442-5110	(518) 442-5367	infostudies@albany.edu	http://www.albany.edu/dis/

Course Description

IIST 523 provides a foundation 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 Books (<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/

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/participation

Students are expected to be prompt and prepared for class as well as participate in the classroom and online (Blackboard) discussions. Participation (Blackboard discussions & chats, classroom discussions, etc.) and Blackboard exercises (Assignment 1) account for 5% of total course grade. 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.

Assignments, Quizzes & Exams

There are six (6) short assignments, a quiz, a final examination, and a final project (described below) in this course. All assignments are located in the **Assignments** section of the course's Blackboard site. For all assignment deadlines, see the **Schedule** section of the Blackboard site and the Blackboard course calendar. Any changes to assignment deadlines will be posted to the **Main** discussion topic in Blackboard and a note will be sent via Blackboard **Mail**. Students should check Blackboard Discussion and Mail regularly (at least three times 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 a presentation 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 Blackboard 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) to the assignment drop box in Blackboard 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 a minimum of 10 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

Assignment/Project/Task	Percentage of Total Grade
Participation & Assignment 1 (Blackboard exercises)	5%
Assignments (Assignments 2 to 6 carry 6% each)	30%
Quiz	5%
Final Project Proposal	5%
Final Project & Presentation	35%
Final Examination	20%
Total	100%

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

Course Policies

The Department of Information Studies takes academic dishonesty very seriously. Before taking classes within the Department of Information Studies, you should familiarize yourself with the department's Academic Dishonesty Policy, available in both the department's Graduate Handbook and online at <http://www.albany.edu/cci/informationstudies/resources.shtml>. Professors reserve the right to add to the Department's policy as they see appropriate.

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 Conflict Resolution & Civic Responsibility](#) 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).

Semester Schedule - Fall 2008

Submit all assignments and projects to the assignment drop box in Blackboard by **midnight Eastern Standard Time** on the due dates. This schedule will be updated regularly. Please check back for any updates or changes.

Date	Reading	Lecture & Lab Topics	Assignment	Due
8/27	None	Class orientation; Blackboard & Email exercises; IT resources of the university	Assignment 1 (Email & Blackboard)	
9/3	Fluency: Ch. 1 and 2	Computer hardware & software; file management; text editing		Assignment 1
9/10	Fluency: Ch. 3 and 14	Spreadsheets; Networking		
9/17	Fluency: Ch. 4	HTML	Assignment 2 (Web Page 1)	Project topics
9/24	Fluency: Ch. 4 and 8	HTML (contd.); Digital representation of information	Assignment 3 (Web Page 2)	Assignment 2
10/1		NO CLASS		
10/8	Fluency: Ch. 9 and 11	Digital representation of multimedia; Computer operations	Quiz Available in Blackboard	Assignment 3
10/15	Fluency: Ch. 10, 18 and 19	Algorithms; Basic JavaScript	Assignment 4 (Algorithm)	Quiz; Project Proposal
10/22	Fluency: Ch. 7, 20, 21, and 22	More JavaScript	Assignment 5 (JavaScript)	Assignment 4
10/29	Fluency: Ch. 16	Database basics		Assignment 5
11/5	Fluency: Ch. 16	More databases	Assignment 6 (Databases)	
11/12	Fluency: Ch. 12 and 13	Social implications of IT; digital security		Assignment 6
11/19		Evaluating a Web site; Wikis, Blogs, & RSS feeds		Progress report on projects
11/26		NO CLASS (Thanksgiving!)		
12/3		Final presentation of projects in class	Final Examination available in Blackboard	Projects
12/10		NO CLASS (Final Exam. week)		Final Examination

Last updated: 8/8/2008