



THE FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Library & Information Studies

LIS5485 – INTRODUCTION TO INFORMATION TECHNOLOGY

SECTION(S)

TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION

MODE OF INSTRUCTION:

Instructor:

Email:

Office:

Phone:

Course Location/Website:

Office Hours (in office, online or via phone):

Teaching Assistant:

Email:

COURSE DESCRIPTION:

This course introduces students to Information Technology (IT) on a theoretical and practical level. The course reviews the underlying concepts of IT as embodied in operating systems, hardware, application software, website creation and networks. It ensures that all students have mastered minimum skills and knowledge sets and are prepared to carry out assignments requiring IT skills through the program.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:

1. Demonstrate an understanding of definitions and implications of common IT terms.
2. Demonstrate the operation of main technologies used in an information technology environment, e.g., working with virtual machines, identifying security issues, file formats and file management, user/account management, and troubleshooting.
3. Assess the quality of online information technology resources.

COURSE MATERIALS:

- myITlab with Pearson e-text and access card for Technology in Action. ISBN- 0133880435. Evans, Martin and Poatsy. Pearson 2014.
- Additional readings as assigned on the course web site.

COURSE ASSIGNMENTS AND EVALUATION:

To successfully complete this course you must do substantial reading each week, attend Collaborate sessions, participate in discussions and contribute to the peer support group on Facebook. Most weeks there are assessments to be completed. These are designed to enhance your learning and demonstrate your understanding of the course content.

- **Participation:** Students will be required to research and present on IT topics throughout the course both in groups and individually. Students will also be responsible for helping others on the Facebook discussion page, interacting with simulations as needed, completing quizzes in myITlab as well as completing/participating in other activities as assigned.
- **Assignments:** Include written papers, hands-on labs, and other activities and assigned
- **Quizzes and Exams:** Weekly end of chapter (EOC) Quizzes, midterm exam, and final exam.

Other quizzes and simulations: These are study aids and not graded (although completing them is part of your participation):

- **Check your Understanding Quizzes:** These quizzes are not graded and should be taken by the student via myITlab *before* reading the materials or working with the resources for the week. This will help me to assess your learning.
- **Active Help Desk and Soundbyte Simulations:** There are multiple simulations available throughout your book labeled as *Active Helpdesk*, and *Soundbytes* (approximately 70!). You are required as part of your participation to interact with at least some of these. If you feel you know the subject matter well enough go right to the quiz for that simulation, then you may do that. These quizzes are located both at the end of the simulation and in the course materials link in the myITlab course site. While it is ok to check your understanding at the end of the simulations, completing the quiz there will not show up in the myITlab gradebook. The only way to get it to show up in the myITlab gradebook (and thus make it so that I can see your participation) is to take the quiz via the course materials link, so please make sure to complete all quizzes there.
- **Other Simulations:** Some weeks there will be other simulations based on the topic. These are not available via your e-textbook, they can only be accessed via myITlab. These will be noted on your weekly schedule, so make sure that you read it each week carefully.

GRADE CALCULATION:

Participation (40%):

- Peer Support Group (Facebook)
- Simulations and quizzes

Assignments (40%)

- Papers, hands on labs, preentations, etc.

Quizzes and Exams (20%)

- Weekly EOC Quizzes (10%)
- Midterm Exam (5%)
- Final Exam (5%)

GRADING SCALE:

A	93% - 100%	C	73% – 76%
A-	90% – 92%	C-	70% – 72%
B+	87% – 89%	D+	67% – 69%
B	83% – 86%	D	63% – 66%
B-	80% – 82%	D-	60% – 62%
C+	77% – 79%	F	0% – 59%

COURSE SCHEDULE ~ May Be Subject to Change ~

WEEK	TOPICS TO BE COVERED
1	Introduction to the course
2	Chapter 1 Using Technology to Change the World
3	Chapter 2 Looking at Computers: Understanding the Parts
4	Chapter 3 Using the Internet: Making the Most of the Web's Resources TIF: The history of the Personal Computer
5	Chapter 4 Application Software: Programs That Let You Work and Play
6	Chapter 5 System Software: The Operating System, Utility Programs, and File Management TIF: Information Technology Ethics
7	Chapter 6 Understanding and Assessing Hardware: Evaluating Your System
8	Chapter 7 Networking: Connecting Computing Devices TIF: Under the Hood
9	Chapter 8 Digital Devices and Media: Managing a Digital Lifestyle
10	Chapter 9 Securing Your System: Protecting Your Digital Data and Devices TIF: Careers in IT
11	Chapter 10 Behind the Scenes: Software Programming
12	Chapter 11 Behind the Scenes: Databases and Information Systems
13	Chapter 12 Behind the Scenes: Networking and Security in the Business World
14	Thanksgiving Break: No class.
15	Chapter 13 Behind the Scenes: How the Internet Works
16	Finals Week

COPYRIGHT STATEMENT:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

SEXUAL HARRASSMENT POLICY:

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location:
<http://ischool.cci.fsu.edu/academics/online/requirements/>

STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:

Incomplete (“I”) grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’

comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."