

<p><i>Penn State University</i></p> <p><i>York Campus</i></p> <p><i>SPRING 2007</i></p>	
COURSE:	<p>IST 110 (Section 031) (Credit: 3)</p> <p><b>(Introduction to Information Sciences and Technology)</b></p> <p><u>MEETING TIME AND PLACE:</u></p> <p>Tuesday 6:00 – 8:40 PM (Room 108 ISTC)</p>
INSTRUCTOR:	<p>Mr. Samir Shah, PMP</p> <p>Phone: (717) 771-4172</p> <p>Email: <a href="mailto:sns107@psu.edu">sns107@psu.edu</a></p>
OFFICE:	<p>Room 226 – ISTC</p> <p><u>Office Hours:</u></p> <p>Tuesday 5:00:-6:00 PM</p> <p>OR any other time by appointment</p>
COURSE WEB SITE:	<p><a href="http://.cms.psu.edu">http://.cms.psu.edu</a> (ANGEL)</p>
REQUIRED TEXT BOOK:	<ul style="list-style-type: none"> <li>• Computer Concepts by Parsons &amp; Oja (9<sup>th</sup> Edition), Course Technology</li> </ul>
OTHER COURSE MATERIAL:	<ul style="list-style-type: none"> <li>• Personal Secondary Storage Media (diskettes, CD-ROM, DVD), Blank VCR tape</li> </ul>
PREREQUISITE:	<ul style="list-style-type: none"> <li>• No prior computer experience is assumed</li> </ul>

**Course Information:**

This course presents the ideas and problems that make information and communication technology professionals the drivers of hope in the 21<sup>st</sup> Century. The goals of this course are to introduce students to the basic understanding of computing and information systems principles, the demands and opportunities of information and communication technologies, the social implication of information and information technology, the associated careers and, make them better users of the information devices they use every day. Thus, in this course students will be provided opportunities to use, modify, and evaluate various software applications.

The instruction incorporates both collaborative and action learning experience wherever possible. It also emphasizes in developing and practicing both writing and speaking skills through application of the concepts that define the course.

This course covers the following major topics:

- The "Information Age" and the role of information in knowledge work
- Information systems and information technologies
- Personal information and information technology skills

**Course Objectives:**

After completing this course, you will be able to:

- Describe how information and communications technologies organize, coordinate, and inform human enterprises.
- Evaluate whether IT applications can meet human needs, facilitate rapid adaptation, and encourage creativity.
- Describe the distinctive features of an IST education to future employers and their recruiters.
- Define and describe information, information processing, and information problem solving.
- Identify and analyze information systems from a functional and social perspective.
- Define, describe, and analyze the current impact of the Internet and World Wide Web.
- Define and describe the differences between individual, group, organizational, and global information systems.
- Identify and describe current and emerging technologies within information systems and processing.
- Describe the role of networks within information systems and information processing.
- Discuss the future of IS/IT by identifying trends within both business and society.
- Apply IST concepts by working on a group project as team leader or active team member.

**SPECIAL NOTE:****ALL STUDENTS:**

All students who complete this course will be smarter users and consumers of information technologies. They will be able to bring new analytic skills to evaluate specific technologies in a more complete way. They will be able to explain how specific devices are parts of a larger socio-technical ensemble or system. These students are likely to see IST 110 as a useful course, even if they are not interested in the minor or major.

**IST MINOR STUDENTS:**

Some students will develop the critical skills and master the analytic frameworks to see where their input (as power users) can effect change in information systems. These students are likely to see an IST minor as a viable path forward as they pursue their major in another program.

**IST MAJOR STUDENTS:**

Some students will develop critical skills, analytic frameworks, and some technical skills and concepts that will entice them to consider IST as a degree choice. These students will be able to discern that there are numerous paths through the IST major and be able to see why the courses in the IST core will provide them the basic technical skills to succeed in their particular area of IST.

**Course Delivery Format:**

Lectures, In-Class Activities, Pair Presentations, Student Presentations, Group Project Activities, Guest Lectures, and Online IST 110 Course Materials.

We will also use various features of ANGEL (<http://cms.psu.edu>) such as bulletin board discussion lists, chat areas, calendars, lessons, and online quizzing capabilities. I will facilitate all of your interactions within the course.

**Grading:**

	<u>Activity*</u>	<u>Percentage</u>
1.	Quizzes	30 %
2.	Group Project	30 %
3.	Homework / In-Class Activities	30 %
4.	Attendance & Individual Participation	10 %

\* The above activities are subject to change without any prior notice.

**Grading Scale\*\*:**

Letter grades will be assigned according to the scale listed below:

94.00- 100 = A	87 – 88.99 = B+	80 – 83.99 = B-	69 – 73.99 = C
89 – 93.99 = A-	84 – 86.99 = B	74 – 79.99 = C+	60 – 68.99 = D
			Below 60 = F

\*\* The instructor reserves the right to grade on curve.

**1. Quiz:**

Quiz questions will be taken from textbook, reading assignments, class lecture/notes/activities, lab assignments, and homework assignments. The exact dates for quiz will be confirmed in class at least one week prior to the test date.

If you are unable to attend class the day of a test due to medical/family emergencies or

circumstances beyond your control, it is your responsibility to notify the instructor with documentary evidence in person or via email as soon as possible. Otherwise, arranging to take a make-up quiz will not be possible and student will earn a zero for that exam.

## **2. Group Project Activities:**

In this class each student will be expected to participate in all group project-related activities. This participation will be during regularly scheduled class periods and/or outside of class time.

I will discuss group project assignments during the second week of our class. Teams will be assigned/approved by me. One member will be designated as the project manager but all group members are responsible for all work.

The final grade for the group project will be based on the group's final working project, my individual observations of teamwork, and other related activities. There will also be individual grades for the group project which will be based on the successful completion of stated project criteria in combination with my observations of individual contributions to a team project and other related items.

No show on the day of your group project product/presentations/reports due will result a zero unless approved prior to the beginning of class or in case of medical/family emergencies excuse and accompanied by documentary evidence.

## **3. Homework / In-Class Activities:**

### Homework Assignments

To reinforce understanding of various Computer/IST concepts and tools, students will do several homework assignments. Details will be given with each assignment. These assignments will be assigned in class and/or through ANGEL (<http://cms.psu.edu>).

Assignments are due at the beginning of class (please do not wait until you get to class to print hardcopies or copy files to disk – your assignment will be considered late). **They must be submitted with cover sheet that includes your name, course number, section number, assignment title, due date, and your email address.**

No show on the day of homework assignments due will result a zero for that assignment unless approved prior to the beginning of class or in case of medical/family emergencies excuse and accompanied by documentary evidence.

### In-Class Activities

In-Class activities serve as a means of demonstrating student knowledge and critical thinking skills related to the course content. They are designed to encourage active communication. Reply to the question and generate a complete response. These activities will be assigned/completed during our class period. Details will be given with each activity.

No makeup for these activities will be allowed unless in case of medical/family emergencies excuse and accompanied by documentary evidence.

## **Class Attendance / Individual Participation:**

Class Attendance:

You are expected to attend all scheduled class meetings in this course. Attendance will be taken at all lectures. **You are permitted to miss 1 class without penalty. After first absence, each absence will result in a 10% reduction of the Attendance/Individual Participation grade.** Please note that students are responsible for all assignments, course announcements, course notes, readings and lectures, presentations, group project activities and all other course activities whether or not they attend class.

Individual Participation:

Students are expected to actively participate in class by speaking in class, asking questions, working on in-class exercises, giving presentations as individuals and as part of their group projects, and sharing personal experiences related to the topics discussed.

Computer Use and Labs:

All assignments may be done using the personal computers in the lab. We will be using Microsoft Office 2003 suite, Windows Moviemaker (Digital Video Editing software), Internet Browsers, and other related software.

Students are expected to abide by the [Penn State Policy AD20 Computer and Network Security](http://guru.psu.edu/policies/ad20.html) (<http://guru.psu.edu/policies/ad20.html>). Violations of this policy can result in termination of privileges, academic probation, and expulsion from Penn State or criminal prosecution.

***Keep Your Password Private!!!***

Academic Integrity/Plagiarism:

Any form of cheating/plagiarism will be considered a "major infraction" (as defined by current University policy) and immediate appropriate action will be taken.

All students are expected to act with civility, personal integrity; respect other students' dignity, rights and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.

Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using Internet sources without citation, fabricating field data or citations, "ghosting" (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, etc.

Academic dishonesty violates the fundamental ethical principles of the University community and compromises the worth of work completed by others. A student should avoid academic dishonesty when preparing work for any class. If charged with academic dishonesty, students will receive written or oral notice of the charge by the instructor. Students who contest the charge should first seek resolution through discussion with the faculty member or the campus Director of Academic Affairs. If the matter is not resolved, the student may request a hearing with the Commonwealth College Committee on Academic Integrity at the campus. Sanctions for breaches of academic integrity may range (depending on the severity of the offense) from F for the assignment to F for the course. In severe cases of academic dishonesty, including, but not limited to, stealing exams or "ghosting" an exam, students may receive a grade of XF, a formal

University disciplinary sanction that indicates on the student's transcript that failure in the course was due to a serious act of academic dishonesty. The University's statement on Academic Integrity from which the above statement was drawn is available at:

<http://www.psu.edu/dept/oue/aappm/G-9.html>

### **Students With Disabilities:**

Penn State is committed to providing access to a quality education for all students, including those with documented disabilities. If a student has a disability and wishes an accommodation for a course, it is the student's responsibility to obtain a University letter confirming the disability and suggesting appropriate accommodation. This letter can be requested from the York campus Disability Contact Liaisons, Dr. Sharon Christ, Student Affairs (ALL); Dr. Cora Dzubak, Learning Center (LEARNING); and Nan Flesher, Admissions (PHYSICAL). Students are encouraged to request accommodation early in the semester so that, once identified, reasonable accommodation can be implemented in a timely manner.

### **Disclaimer:**

This syllabus is subject to change without any prior notice. Although changes will be announced during class, students are encouraged to check the on-line requirements weekly (ANGEL).

### **Tips for success in IST 110:**

- Actively participate in class.
- Don't wait until the last minute to start your individual and group assignments
- All group projects should clearly delineate each member's responsibilities and contributions as group members can receive different grades based on this responsibility statement.
- Use structured approach to project management in a team setting.
- Keep up with homework, individual presentations and class readings.
- Prepare all your documents professionally.
- Please communicate with me if you have any course related questions.

### **Important Note:**

As our class is held in a computer lab, please be reminded that the computer on your desk is to be used as a class resource. It is not meant to be a personal communication device while class in session. Please do not check your email, run any type of Instant Messenger programs, Web-Browsing and perform other related activities during class.

This introductory class is for you; please make it as worthwhile and interesting as possible. I am hoping that all of us will have a good time and learn something from each other throughout the semester.

***GOOD LUCK!!***