Course Profile: Fundamentals of Information Technology

Course Number: INF 6080

Credits: 3

Prerequisite(s): None

Rationale for Inclusion in Curriculum:

Students will understand the interactions of computer hardware, software, networks and systems. Students will also apply productivity tools to solve professional problems of practice. Finally, students will have the foundation to recognize and improve accessibility of information technologies for diverse users and information centers.

The 21st Century information professional is faced with an ever-changing environment with new and updated technologies as well as an increasingly tech-savvy patronage. The very existence of libraries depends upon the professionals who work there. Providing information to patrons in a way that is appropriate, accessible and relevant is the key to survival. This course provides the framework for students to understand the important roles of information technologies in the information center to develop an understanding of the technology lexicon and to confidently adapt to changing technologies.

Learning Outcomes:

By the end of the course, students will be able to:

1. Understand and apply the basic vocabulary and principles of computer software, hardware and networks.
2. Make informed technology purchasing decisions for information centers.
3. Create webpages utilizing basic markup languages and style.
4. Apply knowledge of database construction to developing a database, to effectively using existing professional databases and to evaluating database searching.
5. Create and deliver online technology instructional materials.
6. Apply intermediate spreadsheet techniques to perform data analysis (budgets, etc.) in the library environment.
7. Collaborate and communicate effectively in an online environment using audio, video, chat and formal written discourse.
8. Understand social justice issues in information technology development and use.

Content:

1. Digital media
2. Data representation, microprocessors, storage and input/output
3. Computer, internet and network basics
4. Web technology and e-commerce
5. Principles of webpage design, including mark-up languages, style and templates
6. Software and file management
7. Spreadsheets, database management systems, word processing, presentation and collaboration software
8. Integrated Library Systems (ILS)
9. Information systems analysis and design
10. Search engine technology
11. The digital divide

Course Methodology:

1. Class discussions
2. Projects
3. Papers
4. Lectures
5. Multimedia presentations
6. Readings
7. Group collaboration

Basis for Evaluation of Student performance:

1. Attendance
2. Class participation
3. Class projects
4. Examinations

Text: To Be Determined

Updated: 04/23