Course Profile: Software Productivity Tools

Course Number: INF 7410

Credits: 3

MLIS Prerequisite(s): INF 6080

MSIM Co-requisite(s): INF 6000

Rationale for Inclusion in Curriculum: SIS students will be employed by organizations competing in the Information Age which is characterized by rapid change, voluminous data, and complex dynamics. The present day librarian teaches community access courses on various applications and utilizes these application tools to improve the efficiency of library operations. Librarians are also required to train and assist their colleagues.

This course is intended to advance the student's skill with leading-edge productivity tools using various software productivity techniques and tools. The first part of the course provides a discussion on the movement into social discovery tools and applications. The concepts of using the web as an application tool are developed. The second part of the course continues and expands on the Office lessons presented in INF 6080. Various advanced features of note-taking, word processing, spreadsheet analysis, and presentations are investigated. The third part of the course focuses on rich interactive media incorporating video and animation. Encoding of video for broadcasting and delivery using the internet are presented. Animation, captioning, and markers in the video are detailed. These skills are designed to enable graduates to effectively compete for employment, assist patrons and co-workers with technical application questions, and train others in the use of various productivity tools. This course does not require any technical knowledge beyond the content covered in INF 6080.

Learning Outcomes:

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

1. integrate specialized features of document production tools in developing LIS marketing, information management, and administrative content;
2. organize and analyze data, format and style data and content, collaborate, manage data, worksheets, and workbooks, customize spreadsheets for LIS applications such as complex budgeting, information organization and analysis;
3. create tables, input data, and develop queries and reports for LIS applications;
4. contrast cloud-based computing with traditional client-based techniques for use in a library setting;

5. articulate benefits of information capture tools incorporating search functions in audio, video, and text environments;
6. deliver LIS technology content through presentation software (video, audio, graphics, and text);
7. design and deliver effective technology instruction in the LIS environment;
8. achieve external certification in various LIS productivity tools;
9. develop independent learning skills and maintain lifelong learning for information technologies;
10. effectively use online collaborative and co-authoring tools that are commonly used by LIS professionals;

Content: Various productivity tools will be explored in a Library and Information Science setting. The following topics will be covered in this course:

1. <u>Cloud-based Storage</u>: creating, securing, and sharing information.
2. <u>Document Production</u>: creating and customizing documents, formatting, styling and organizing content, working with visual content, reviewing and collaborating with documents, sharing and securing content.
3. <u>Visual Presentations</u>: creating effective visual presentations by creating, styling, and formatting presentations, creating charts, graphics, tables, and art, and collaborating, sharing, and delivering presentations in multiple environments.
4. <u>Spreadsheet Analysis</u>: spreadsheet development, management, and interpretation.
5. <u>Rich Interactive Media</u>: utilizing graphic and video representation tools.
6. <u>Training</u>: conducting technology training for the library professional.

Course Methodology: The course delivery methodology will include:

1. Class discussions,
2. Lectures,
3. Software demonstrations, and
4. Projects

Basis for Evaluation of Student performance: The student's performance will be evaluated using:

1. Creation of instruction materials for software programs
2. Class participation
3. Completion of class assignments
4. Quizzes / exams
5. Achievement of certification status in the various applications
6. Students will have access to productivity tool software to complete assignments. Examples of productivity tool software include: Microsoft Office 2010 and Expression Studio.

Text: To be determined

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