WAYNE STATE UNIVERSITY
School of Library and Information Science

LIS 6080 Information Technology

Winter 2014/Online

Instructor: Bin Li, Ph.D.

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Office hours:	1:30-3:30 PM EST Wednesdays @ Detroit campus or by appointment; by appointment @ Troy Public Library
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Lectures available: Every Monday

Lab work and assignments due time: 11PM EST on the due date or **earlier**

Course Introduction:

This is a required, core course for the School and a prerequisite for many higher level information management classes. Information technology vocabulary and skills are necessary throughout library and information professions. The 21st Century library and 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 way that is both appropriate and relevant is the key to survival. This course provides the basic vocabulary and skills for enabling library and information professionals in the new age, as well as preparing students for higher-level information management courses in the School of Library and Information Science.

Learning Outcomes:

By the end of the course, students will:
1. Apply advanced word processing skills to develop library marketing and informational materials
2. Understand and apply the basic vocabulary and principles of computer software, hardware and networks

3. Apply intermediate spreadsheet techniques to perform data analysis (budgets, etc.) in the library environment
4. Make informed technology purchasing decisions for information centers
5. Create a web portfolio utilizing basic markup languages and style
6. Apply knowledge of database construction to developing a database, to effectively using existing professional databases and to evaluating database searching
7. Create and deliver online technology instructional material
8. Collaborate in an online environment
9. Collaborate and communicate effectively in an online environment using audio, video, chat and formal written discourse

Prerequisite:

None.

Text/Materials:

- Parsons, J., & Oja, D. (2014). *New Perspectives on Computer Concepts 2014: Comprehensive*. 16th Ed. Course Technology. ISBN-10: 1285096924. ISBN-13: 9781285096926.
- **Recommended**: any book on MS Office 2013.
- Additional handouts. Information on obtaining the materials will be provided along the way.

I will also refer to the following book a lot, but you are not required to own one: Burke, J. (2013). *The Neal-Schuman Library Technology Companion: A Basic Guide for Library Staff*. 4th Ed. Neal-Schuman. ISBN**:** 978-155570-915-0.

Nature of Online Courses:

This course is completely online, meaning no face-to-face meetings are required. This does not mean that you will not be expected to "attend" class and be an active participant. You will have lectures, homework assignments and discussions just like a traditional class. Because you are not required to physically come to class, it is very easy to procrastinate. **I urge you to pick a regular day and time early in the week to watch the lectures and do your homework as the week progresses**.

What will Happen Each Week? Or How to Get the Most out of this Class:

- **Reading materials**: You are expected to do the readings assigned for each session at the beginning of each week.
- **Lectures:**
  - **Recorded lectures** for most weeks are usually available before the week starts. They cover important materials from the textbook and outside sources. You should plan to

take careful notes, as not all materials can be found in the texts or readings. I will use Adobe Connect and Camtasia to deliver the lectures.

- o **Live lectures**: At least once a month, I will conduct synchronous live lectures with the class to go over difficult concepts or assignment details, answer questions, and provide feedback to assignments/labs. Make plans to attend the sessions, and prepare your questions in advance.
  - Live sessions will be recorded and made available to you for review, or for students who cannot make it to the sessions. If you know you cannot make to a live lecture session, you may send me the questions in advance, and I will try to address them in the lecture.

- **Lab Exercises**: In addition to in-class practice covered in the lectures and assignments, you may also need to work on lab exercises for some weeks. This may include hands-on exercises and practices related to the content covered in the lectures. The goals of these exercises are 1) to reinforce the content covered in the lectures as well as the readings by having hands-on experiences, and 2) to prepare you for the completion of assignments and projects.
  - o The lab exercises are usually given at the end of lecture sessions, or the week before. You are expected to finish the exercises, and turn them in before due dates for me to review. **You can use the discussion board to get help from your classmates.** Answers to the exercises may be provided in Blackboard after the due dates or discussed in lectures. These exercises are **not graded**. However, **feedback** will be given, and each lab exercise you turn in counts for 2.5% --3% of your final grade.

- **Discussions**: you are expected to participate in online discussions with your classmates. Two types of discussions will be conducted in the class.
  - o **Graded group discussions**: You are expected to reflect on what you have learned, and share your **reflections/comments** with your group members. I have broken the class into smaller groups of 7~8 people so that meaningful yet manageable discussions can be obtained. Please remember to post your discussions to equivalent discussion forums. **The group discussions are graded**.
  - o **General discussions**: you can also participate in the whole class discussion forums, where you may post questions concerning different productivity tools, or discuss topics of general interest. You are also expected to help each other here. The discussions are not graded; however, **bonus points** will be awarded to students who provide valuable help to other students.

Responsibility and Professionalism:
This is professional graduate school, the beginning (or continuation) of your chosen career. As such, you should approach your classes as you would your profession. This means attending class, participating in discussions, being a cooperative group member, submitting carefully prepared assignments on time and treating all involved with courtesy and respect.

Grading:

POINTS	ASSIGNMENTS/EXAMS
187	Lab practice
220	Purchasing/ Budgeting Project
70	Project using database management software
150	HTML Project
120	Group Project
105	Online discussions
148	Exams
1000	**Total**

Grade Scale: **A**: 940-1000 **A-**: 900-939
B+: 870-899 **B**: 830-869 **B-**: 800-829
C+: 770-799 **C**: 730-769 **F**: <730

Brief Descriptions of Assignments and Exams:

Details about the assignments/exams and grading rubrics will be posted in Blackboard.

Assignments	Descriptions	Points
Lab Practice	You are expected to finish lab exercises for some weeks and turn them in for review. Each finished lab work accounts for 25 or 30 points, or 2.5% or 3% of your final grade.	187
Purchasing/ Budgeting Project	As an information professional, you will be making the purchasing choices, either for yourself or your information center. Using Excel, Word and PowerPoint, combined with the discussions of computer hardware and software, you will make some tough decisions about the acquisition of hardware, software and perhaps personnel for a particular library type with budget. [Budgeting decisions and rationale: 100 points; the use of productivity tools: 120 points]	220
Project using database management software	From personnel records to online catalogs to the ILS, databases and queries are everywhere in the information professional's daily life. The goal of this assignment is to test your knowledge of using database management software. You will be asked to prepare a database, applying the tools you learn in class.	70
HTML project	Libraries and information centers have a web presence. At some point you will likely be assigned to contribute. In this class you will learn to create a webpage using XHTML and CSS. The goal of this assignment is to test your knowledge of Internet applications and basic web page design.	150
Group Project	Collaboration, multimedia, new technologies – all key to lifelong learning and instruction. All of these come together in this assignment. You and your classmates will work together through a collaboration tool to create a video demonstrating a relatively new technology trend that can be used in libraries.	120
Online discussions	You are expected to reflect on your learning and participate in group discussions with your classmates in the online discussion forums.	105
Exams	The goal of the exams is to test your knowledge of computer concepts. All exams will be conducted in Blackboard, and will be available for a certain period of time. They are close book.	148
	Total	**1000**

Class Schedule

Session	Topics	Materials covered	Assignments /Labs Practice Available	Projects/Labs/ Exams Due
S1: 01/06 - 01/12	• Course intro & overview; • Digital basics; • Why technology	• Course materials in Blackboard • Downloading/installing Office 2013 • Ch. Orientation; Ch.1 • Supplementary readings/lecture	• entry survey • **Lab1**: video introduction • **Lab instructions** on using word processing, spreadsheet, and presentation software	
S2: 01/13 - 01/19	• Computers Hardware; Storage • Finding information on library technologies; • Productivity tools	• Ch. 2; • Supplementary readings/lecture	• **Lab2**: using technology sources [due later in the semester] • **Budgeting Project** available	• Lab 1 due **01/18** • Lab 3 due **01/18** [choosing one lab from the labs on using word processing, or presentation software]
	LAST DAY TO DROP WITH TUITION CANCELLATION 01/17			
S3: 01/21 - 01/26	• Computer software • Productivity tools	• Ch.3; • Supplementary readings/lecture	• Study guide 1 • Exam 1 details • **Lab5**: trying out other productivity tool suite	• Lab 4 due **01/25** [using spreadsheet software]
S4: 01/27 - 02/02	• OS; File management; • Evaluating, buying technology for libraries	• Ch. 4 • Supplementary readings/lecture	• **Group Project** available	• Exam1 [S1,2,3,4] • Discussion Period 1 due • **02/01-02/04**
S5: 02/03 - 02/09	• Networks;	• Ch. 5 • Supplementary readings/lecture	•	• Lab 5 due **02/08**

S6: 02/10 - 02/16	• the Internet; • html coding	• Ch. 6 • Supplementary readings/lecture	• **Lab 6**: html coding • **HTML Project** available	• Budgeting project due **02/13**
S7: 02/17 - 02/23	• The World Wide Web; • Email; • html coding	• Ch. 7 • Supplementary readings/lecture	• Study guide 2 • Exam 2 details	• Lab 6 due **02/22**
S8: 02/24 - 03/02	• html coding	• Supplementary readings/lecture		
S9: 03/03 - 03/09	• Digital media;	• Ch. 8 • Supplementary readings/lecture		• Html project due **03/07**
SPRING BREAK: MONDAY 03/10 – SATURDAY 03/15				
S10: 03/17 - 03/23	• Database; • Database management software	• Ch. 11 • Supplementary readings/lecture	• **Lab7**: DBMS • **Access Project** available	• Exam2 [S5,6,7,8,9] • Discussion Period 2 due **03/22-03/25**
	LAST DAY TO WITHDRAW 03/22			
S11: 03/24 - 03/30	• Information System Analysis; • Ergonomics	• Ch. 9, 10 • Supplementary readings/lecture		• Lab 7 due **03/29**
S12: 03/31 – 04/06	• Electronic Databases; • OPAC and ILS	• Supplementary readings/lecture		• Lab 2 due **04/05**
S13: 04/07 - 04/13	• Mobile applications in libraries	• Supplementary readings/lecture		• Group project due **04/12**
S14: 04/14 - 04/20	• Trouble shoot; keep current; review	• Supplementary readings/lecture		• Access project due **04/16**
	Exam 3 [Session 10, 11, 12, 13, 14]; Discussion Period 3 due [**04/21 – 04/24**].			