

Sample Syllabus

LIS 2600 Introduction to Information Technologies (16 weeks)

Instructor: Dr. Sherry Koshman

Semester: Fall

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Course Description

This course introduces hardware, software, networking, and digital organization in library and archives environments. The emphasis is on technologies used for digitization, storage, and Web development. Practical work with various technologies will be included.

Course Goals:

1. To increase technical knowledge as it applies to library and archives.
2. To understand digitization, content creation, database, and networking principles.
3. To apply Web technologies and digital management to library and archives environments.

The course is comprised of assigned readings, discussion board topics, laboratory exercises, assignments, quizzes, and a final examination. Relevant academic presentations being held at the University of Pittsburgh or Carnegie Mellon University may be recommended throughout the term.

Textbooks

Discovering Computers 2006: A Gateway to Information, Complete. Boston: Thomson Course Technology.
ISBN: 0-619-25546-3 © 2006 Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat

- Available from Thomson Web Site <http://www.course.com/> or online book sellers.

Course Policies

Correspondence with the Instructor

If you have a question, then most likely someone else in the course has the same question so post your question to the Discussion Board where it can be answered online or during the next class. Collegial learning is also emphasized so one of your classmates may have a similar technological experience and can respond to an issue as well. Please use "netiquette" (described below) and place your name at the bottom of your message if you post to the Discussion Board.

Student Conduct In E-mail and Discussion Groups

It is important to write electronic messages or discussion board postings to your colleagues as if you were speaking to them face-to-face in class. You need to exercise online courtesy and respect to others in the class at all times.

Examination and Quiz Policy

Make-up quizzes or exams will not be allowed without prior arrangements being made.

Preparing for Quizzes and Examinations: Complete your readings and Labs. The questions are taken directly from your coursework and these materials.

Assignments and Labs

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Put the lab number, your last name, and first name initial on all labs and assignments submitted via Blackboard. (e.g. Lab1KoshmanS.doc). If it is a group assignment, then clearly list the group member names within the file. Remember that as a member of a group you have a responsibility to contribute to the assignment in an equitable and timely manner.

Late Assignments: Late assignments will be penalized 10% if prior arrangements are not made.

Assigned labs will be assigned a numeric score in the Gradebook. The remaining labs will count toward your participation grade and points will be subtracted from your overall grade if completion is required and not achieved.

Grading

Assignments	100 points
Quizzes	60 points
Final Exam	50 points
Participation	10 points
Total:	220 points

Schedule

Week	Date	Topic
1.	Sept 1	<p>Course Introduction</p> <p>✓ Assignment 1: Computer Topic Analysis (10 points). Due: September 8.</p> <p>1) DC2006 Chapters 1, 3 2) OCLC. "2004, Information Format Trends: Content, Not Containers" http://www5.oclc.org/downloads/community/2004infotrends_content.pdf</p>
2.	Sept 8	<p>Computing History and Future</p> <p>✓ Assignment 2: Digital Archive Site Analysis (10 points). Due dates are scheduled throughout the term.</p> <p>1) DC2006 Timeline 2006, p.52-65. 2) Computer History Museum. http://www.computerhistory.org/</p>
3.	Sept 15	<p>IT Processing and Input for Libraries and Archives, Metadata</p> <p>✓ Assignment 3: Digitization Lab (20 pts) Due: September 29.</p> <p>1) DC2006 Chapters 4,5 2) Tynyshev, (2005). Introduction to Photoshop 7.0 http://www.developertutorials.com/tutorials/photoshop/photoshop-introduction-050615/page1.html 3) Gilliland-Swetland, A.J. Introduction to metadata: setting the stage. http://www.getty.edu/research/conducting_research/standards/intrometadata/2_articles/index.html 4) Core Metadata Elements. http://www.loc.gov/standards/metadata.html 5) Understanding Metadata (2004). http://www.niso.org/standards/resources/UnderstandingMetadata.pdf</p>
4.	Sept 22	<p>Storage, Output for Libraries and Archives</p> <p>✓ Quiz 1 (20 points). Covers chapters 4,5. - Hardware Lab</p> <p>DC2006 Chapters 6,7</p>
5.	Sept 29	<p>Operating Systems</p> <p>✓ Quiz 2 (20 points) Covers Chapters 6,7. - Basic Unix - Ubuntu Linux Lab</p>

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		DC2006 Chapter 8 Unix Basics http://webmonkey.wired.com/webmonkey/reference/unix_guide/
6.	Oct 6	Databases for Libraries - Part 1 Database Fundamentals ✓ Quiz 3 (20 points) Covers Chapter 8. ✓ Assignment 4: Access Lab (20 pts) Due: October 20 DC2006 Chapter 10 Microsoft Access Training http://office.microsoft.com/en-us/training/CR061829401033.aspx
7.	Oct 13	Databases for Libraries - Part II Electronic Records Management - Systems lab Dspace http://www.dspace.org/ Contentdm http://contentdm.com/ University of Michigan's DLSX http://www.cni.org/tfms/2001a.spring/handout/DLXS-JWilkin2001Stf.pdf#search='dlxs' 1) Eternal bits: how can we preserve digital bits and save our collective memory? July 2005. IEEE Spectrum. http://www.spectrum.ieee.org/WEBONLY/publicfeature/jul05/0705bit.html (Read sidebars.) 2) Lynch, Clifford A. "Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age" ARL, no. 226 (February 2003): 1-7. http://www.arl.org/newsltr/226/ir.html .
8.	Oct 20	Digital Libraries, Portals, RSS ✓ Assignment 5 Portal (10 points) Due: October 27 1) Mischo, W. (July/August 2005). Digital Libraries: challenges and influential work. D-Lib Magazine. 11(7/8). http://www.dlib.org/dlib/july05/mischo/07mischo.html 2) Paepcke, A. et al. (July/August 2005). Dewey meets Turing: librarians, computer scientists and the digital libraries initiative. D-Lib Magazine. 11(7/8). http://www.dlib.org/dlib/july05/paepcke/07paepcke.html 3) Lakos, A. (Oct/Nov 2004). Portals in libraries assessment and outcomes, Bulletin of the American Society for Information Science and Technology, 31(4), p.19-21. http://www.asis.org/bulletin/index.html 4) Wusteman, J. (2004). RSS: the latest feed, Library Hi-Tech, 22(4), p. 404-413. (Retrieve from Pitt's online e-journal collection.)
9.	Oct 27	IT, Users, and Multimedia, Visualization ✓ Assignment 6 Camtasia Lab (10 points) Due: November 10 1) Camtasia Studio Trial Version http://www.techsmith.com/products/studio/default.asp 2) Camtasia Studio Training http://www.techsmith.com/techsupp/studio/default.asp 3) Koshman, S. (2004). Web-based visualization interface testing: similarity judgments, Journal of Web Engineering, 3(3-4), 281-296. (KoshmanTG.pdf) 4) Kherfi, M.L., Ziou, D. and Bernardi, A. (2004). Image retrieval from the World Wide Web: issues, techniques and systems. ACM Computing Surveys 36(1), p. 35-67.
10.	Nov 3	IT and Networking Libraries and Digital Archives (LANs, WANs, topologies, architecture) - Networking lab DC2006 Chapter 9
11.	Nov 10	Internet and WWW Technologies. - Web search engine lab 1) DC2006 Chapter 2, 14 2) Tyson, Jeff. http://computer.howstuffworks.com/internet-infrastructure.htm/printable

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12.	Nov 17	HTML ✓ Assignment 7 Web Page Lab (20 points) Due: December 8 1) NVU http://www.nvu.com/ 2) An HTML Primer. www.htmlprimer.com 3) HTML Cheatsheet http://webmonkey.wired.com/webmonkey/reference/html_cheatsheet/
13.	Nov 24	<i>No-class. Thanksgiving</i>
14.	Dec 1	XML, Advanced Technologies, Programming Concepts - PHP, XML Lab 1) DC2006 Chapter 13 2) Introduction to PHP. http://www.zend.com/php/beginners/index.php 3) TEI (Text Encoding Initiative) A Gentle Introduction to XML. http://www.tei-c.org/P4X/SG.html
15.	Dec 8	Computer Security, Ethics, Privacy, Legal Issues - Web Page Presentations 1) DC2006 Chapter 11 2) Copyright issues in digital media (2004). http://www.cbo.gov/showdoc.cfm?index=5738&sequence=0
16.	Dec 15	Final Exam

University of Pittsburgh Student Policies

Students with Special Needs: Physical or Learning Impairments

Disabilities: If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 216 William Pitt Union, (412) 648-7890 or (412) 383-7355 (TTY) as early as possible in the term.

Academic Integrity:

<http://www.pitt.edu/~provost/ail.html> and <http://www.sis.pitt.edu/academics/integrity.html>