Course Syllabus
LI513
Technology Skills

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Course Dates: Spring 2011
Credit Hours   1.0

Course Description

This course introduces the basic technology skills that SLIM students need to be successful throughout the program. It's assumed that all students have mastered the skills covered in this course when they are asked to complete assignments in other courses.

The topics covered in this course include:

- Using Blackboard, BuzzIn and Adobe Connect
- Basic database and web searching
- Using APA (6th ed.) to create written electronic documents
- Creation of online presentations
- Introduction to Web 2.0 tools such as blogs, wikis, social bookmarking, social networking, RSS feeds, podcasting and more
- Introduction to simple web site design and information architecture
- MyFiles and online file transfer protocol (FTP)

This is an introductory course and only basic techniques are covered in related areas. However, technology learning is an on-going process and students are expected to explore more advanced levels of the technologies starting from this point.

Course Outcomes

After finishing this course, students are expected to:

- Be familiar with the Blackboard course management software, and be able to successfully manage the course information using Blackboard
- Be familiar with the BuzzIn student portal;
- Be able to use popular Internet search engines and databases to find useful information for study and research;
- Be able to create a written electronic document using APA (6th ed.)
- Be able to use presentation tools to create online presentations;
- Be able to transfer files from one location to another via the Internet;
- Be able to apply basic information design skills in constructing a rudimentary web site;

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- Be able to use Adobe Connect to present online;
- Be familiar with various Web 2.0 tools; and
- Be more comfortable and confident to explore new technologies at a more advanced level or in a new area.

One important goal of this class is to help you feel more comfortable and confident in learning and exploring technology. If you're a seasoned veteran or just getting started on a career path in librarianship, you're no doubt aware that technology has changed librarianship greatly. It's absolutely critical for your success in the program and in your career to become adept at working with technology and continuously learning about technology.

Class Format

This course will be delivered online. A detailed class schedule will be posted on Blackboard along with course materials, assignments, and related instructions. Please make sure you are clear about the due dates of the assignments and activities.

Hardware, Software & Network Requirements for SLIM Students

Required Computer Hardware:
(warning: a typically configured "netbook" computer will not suffice)

- **Processor:** Dual core processor or better
- **Memory/RAM:** 2 gigabytes or more
- **Hard Drive:** 160 gigabytes or larger
- **Monitor:** LCD 1024 x 768 resolution or higher, with 256 MB video RAM or more.
- **Headset**: required for Adobe Connect synchronous meetings. USB headset preferred.

Required Network Access:

- **Internet access:** Broadband speed (DSL or cable)

Required Software:

- **Operating System Software:** Windows Vista Business or Windows Vista Ultimate or higher, Mac OS X version 10.5 or higher
- **Office Suite Software:** Microsoft Office 2007 (Windows) or MS Office 2008 (Mac).
- **Antivirus Software:** Symantec Antivirus software, available free to ESU students via http://techsite.emporia.edu (click on Students > Software > Symantec Anti-Virus for Home Use; you will be prompted to log in using your ESU credentials– be sure to precede your username with "esuad\")

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- **Browser for compatibility with Blackboard:** IE 8, Firefox 3.5, Safari 4 (Browser must be Java and Javascript enabled). For more info, see Blackboard's detailed information on supported browsers. Google's Chrome browser is *not supported* at this time.

Course Preparations and Expectations

- Make sure you are able to log into the class on Blackboard, BuzzIn and your ESU stumail (student e-mail) and MyFiles account (http://myfiles.emporia.edu/). If you have problems, contact TCS at 1-877-341-5555 or helpdesk@emporia.edu for help.
- It is your responsibility to read the assigned readings and finish related exercises by their due date. Technology learning takes lots of practice; please start early to give yourself enough time to complete the assignments.
- Check the class Blackboard frequently for course information updates.

Required Reading

The following article can be found on E-Reserves at the WAW Library website: http://www.emporia.edu/libsv/circulation/index.htm

Johnson, L., Levine, A., & Smith, R. (2009). *The 2010 horizon report.*

[Electronic Version] Austin, Texas: The New Media Consortium.

Retrieved July 16, 2010 from

http://www.nmc.org/pdf/2010-Horizon-Report.pdf

Recommended Textbook

American Psychological Association. (2009). *Publication Manual of the American*

Psychological Association (6th ed.). Washington, DC: Author

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Learning Activities

Introduction (15 pts.)

For this activity, introduce yourself to the rest of the class by posting a message on the Discussion Board.

Blackboard Web 2.0 Tools (30 pts.)

Students will use a variety of Blackboard tools to gain familiarity with different collaborative activities available in Blackboard.

Blackboard Discussion Board (75 pts.)

Throughout this class we are going use Discussion Board to discuss different topics (e.g., introduction of ourselves, discussion of various technologies, discussion of assignments, etc.). For this assignment, you will post messages to the Blackboard discussion board and reply to other students' postings.

Research Paper (using online searching) (100 pts.)

Read the article "The Horizon Report" (2010 Edition), which can be found via the electronic course reserves at WAW Library.

Write a short paper on one of the emerging technologies highlighted in the article (topics listed below) discussing *how it relates to libraries (either from a library user or library staff perspective):*

- Mobile Computing
- Open Content
- Electronic Books
- Simple Augmented Reality
- Gesture-Based Computing
- Visual Data Analysis

As part of this assignment, each student will partner with another student to conduct a peer review of his or her partner's paper using Blackboard's group pages.

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PowerPoint Presentation on Adobe Connect (100 pts.)

For this assignment, each student will create a slideshow presentation (using software such as PowerPoint) about a Web 2.0 tool. Students will then conduct a short presentation of their PowerPoint on Adobe Connect to other students and the instructor. Suggested topics include:

- Blogs
- Microblogs/Messaging (e.g. Twitter, Meebo, Google Talk)
- RSS Feeds
- Wikis
- Podcasting
- Photo/Presentation/Video Sharing (e.g. Flickr, Picasa, Prezi, Scribd, SlideShare, MyPlick, Slide, YouTube)
- Citation Management Software (e.g. RefWorks, Zotero, CiteULike, Connotea)
- Social networking sites (e.g. Delicious, Digg, Facebook, MySpace, Ning, Library Thing, Shelfari, LinkedIn, Second Life)

Create and upload an HTML webpage (100 pts.)

For this assignment, each student will create two simple HTML documents using a text editor like Notepad, upload the file to your student web directory, and submit the URL. The webpage can be about any topic.

<u>Grading</u>
This is a Pass/No Pass course.

<u>Questions?</u>
Please send any questions or comments about the course to the instructor at:
lwamsley@emporia.edu.   Generally, response time is within 48 hours.

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