

**VALDOSTA STATE UNIVERSITY**  
**MASTER OF LIBRARY & INFORMATION SCIENCE**  
**MLIS 7500 Computer Applications for Information Professionals**  
**Syllabus**

**Spring 2008**  
Three Credit Hours

**Instructor:**

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***Course Description:***

**Prerequisite: consent of the instructor.** A study of concepts, applications, issues, and trends for information professionals. Topics include hardware and software, networks and the Internet, data security, digital media, database basics, and programming basics. The impact of information technologies on libraries and information centers is emphasized.

***Course Objectives:***

Upon completion the student will be able to:

- Understand and explain basic computer concepts (hardware and software)
- Develop basic understanding of microcomputer applications and networking
- Address and assess basic computer hardware and software problems in libraries
- Evaluate trends in computer technologies for library settings
- Make informed computer system purchasing decisions

***Class Activities:***

Class activities include a set of readings, podcasts, assignments and quizzes, and synchronous/asynchronous online discussions. Students will complete weekly assignments that provide an opportunity to demonstrate familiarity with the course content. Assignments will provide students with conceptual and practical understanding of microcomputer concepts, issues, trends, and their impact on information professionals and libraries. Self-test quizzes will help students measure their understanding of the course content. A set of podcasts of each Issue article in the book will be made available. Students should participate in online meetings to discuss and share their opinions of the week's topics, assignments, and readings. The purpose of the term project is to allow students to demonstrate their understanding of impact of microcomputer applications or other information technology products in library settings. Term project report should document the whole process of content production from digitization to its dissemination and brief evaluation of the project.

**Textbook:**

- June Jamrich Parsons, Dan Oja. *Computer Concepts - Illustrated Complete*. 6<sup>th</sup> Edition. Boston, Mass. Thomson Course Technology. 2007. ISBN: 1418860387.

**Grading:**

Grades will be calculated as follows:

- Participation: 15%
- Assignments: 55%
- Quizzes: 20%
- Readings & Discussions: 10%

Final grades will be assigned as follows:

- A – 91 - 100
- B – 81 - 90
- C – 71 - 80
- D – 61 - 70
- F – 0 - 60

**Course requirements:****Participation (15%)**

1. The course is designed for online delivery.
2. Students should participate in online meetings to discuss and share their opinions of the week's topics, assignments, and readings.
3. Date and time information for online meetings will be made available on WebCT.
4. All questions regarding content, assignments, quizzes, and readings should be posted to class discussion board on WebCT.
5. Students are expected to answer such questions posted by their classmates and it will count towards their grade.

**Assignments (55%) & Quizzes (20%)**

- Students will complete weekly assignments that provide an opportunity to demonstrate familiarity with the course content.
- Collaboration on homework assignments is encouraged. You may consult outside reference materials, other students, or the instructor. However, all of your answers should reflect your understanding of the subject matter at the time of writing.
- Assignments will provide students with conceptual understanding of automated library systems.

Self-test quizzes are designed to help students measure their understanding of the course content.

**Readings & Discussions (10%)**

There are also required, supplemental readings to cover broad areas of networks and the internet, data security, database design and management, and digital libraries. These readings

are made available to the student through the web as pdf files or hyperlinks to original material. It is expected that each student will have the ability to download and open up both pdf files and Word (doc) files. Readings will be made available to students as pdf files or links to original material through WebCT.

Students should post their views about each article at the designated area on the message board for discussion.

### ***Technological Requirements:***

As this is an online course that also focuses its attention on online information services, students must have almost daily access to the Internet. That access will use email and the web (through the student's browser) for class-related communication. As mentioned above, it is expected that each student will be capable of dealing with pdf files and Word documents (doc files).

Course communications will use . . .

1. WebCT Vista email system and discussion board are official means of communication in this class. In addition, VSU email system may be used alternatively in case WebCT Vista fails.
2. A WebCT Vista website, used by the instructor to make links available for each unit of the topical units

### ***Distance Learning Support:***

A VSU reference librarian, Ms. Shiloh Smith, is responsible for coordinating library services for off-campus VSU students. She may be reached by email at [shismith@valdosta.edu](mailto:shismith@valdosta.edu) or by phone at 229-245-3717. An online guide for distance education students is on the Odum Library Web site at <http://www.valdosta.edu/library/services/distancededucation.shtml>. Chat reference is available at <http://www.valdosta.edu/library/ask.shtml>.

### ***VSU Policies:***

Please become aware of and be guided by these VSU policies.

- Access Office for Students with Disabilities: <http://www.valdosta.edu/ssp/index.shtml>
- Academic Dishonesty, p. 254 of Graduate Catalog, 2006/07: [http://www.valdosta.edu/catalog/0607/grad/grad\\_251-280.pdf](http://www.valdosta.edu/catalog/0607/grad/grad_251-280.pdf)
- Student Code of Conduct: [http://www.valdosta.edu/stulife/handbook/pages\\_39-48.pdf](http://www.valdosta.edu/stulife/handbook/pages_39-48.pdf)
- Equal Opportunity Statement: <http://www.valdosta.edu/eopma/eos.shtml>
- Sexual Harassment: <http://www.valdosta.edu/legal/shp.html>