

ARST 5100
Archives & Technology
Syllabus
Fall 2010

Course Description:

This course provides an exploration of the increasing role that technology plays in the core functions that comprise archival work, including acquisition, appraisal, accessioning, arrangement and description, digital preservation, reference services, and records management. Students will learn the fundamentals of how archivists utilize technology in their work and how changing technologies impact archival work. The course emphasizes contemporary electronic media formats and changing information technologies. Students will begin to develop the skills necessary to evaluate, utilize, and develop access systems and identify and apply appropriate technological solutions. The technology component of the course will cover advanced spreadsheets concepts and applications as well as database concepts and applications of database processing including file organization and data structures. The course emphasizes spreadsheet and database design using various modeling techniques. Students will design, create, and process a database to demonstrate competency in the technology component of the course.

Prerequisites: none

Instructor: Dr. Cherie Long
UC 305
Phone: 404-406-9332 (mobile)
Email: cherie@cherielong.com
Office Hours:

Format of Course: This course is a hybrid course which will have meet after the first week every Wednesday from 8:00 pm to 9:15 pm for the semester. The online segment is asynchronous.

This course is a hybrid course which will have meet every in UC 322 Wednesday 8:00 pm – 9:15 pm. The online segment is asynchronous. The lab component is available at <http://www.myitlab.com>. You need an access code for myitlab which is included with your textbooks in the university bookstore. Once you have the access code go to <http://www.myitlab.com> and create an account. Once you are logged into the system you need to enroll in the course using the course ID: CRSAB2A-425754.

Course materials will be posted online at <http://www.cherielong.com/courses/MAS/ARST5000/>

Textbooks: are available in the university bookstore
Go with Microsoft Excel 2007 COMPREHENSIVE
Go with Microsoft Access 2007 COMPREHENSIVE
Go with Microsoft Powerpoint 2007 COMPREHENSIVE
Access Code for myitlab Office 2007 (included in textbook bundle)

Course Outcomes: Through this core course students will acquire knowledge of the role of technology in archival work, at the theoretical and pragmatic level. Through lectures, guest-speaker presentations, educational visits, lab, in-class activities, and class discussions students will gain insight into relevant technology-raised issues, and will learn how various technologies are applied in archives. The knowledge acquired in this course complements the knowledge obtained in other required courses, specifically, ARST 5000 and ARST 5110.

Course Objectives: Upon completion of the course, students will be able to:

Discuss the role of technology in archival work.
Differentiate among and evaluate the most commonly used types of applications in archival work.
Design and develop a relational database using Microsoft © Office Access 2007.
Develop applications and spreadsheets using Microsoft ©Office Excel 2007
Design and develop presentations using Microsoft ©Office Powerpoint 2007.
Discuss and demonstrate understanding of the course topics listed below.

Course Topics:

Technology and the Changing Landscape of Archival Work.
Introduction to Information Technology.
Data Storage and Backup.
Networking and the Internet.
Introduction to Relational Databases.
Microsoft © Office Access 2007 and Excel 2007
Database Design for Archival Users.
Everyday Practice in Archival Work.
Digital Preservation.
Trusted Digital Repositories and Certification.
Archival Management Software.

Grading:

Labs: 50%

Projects: 40%

Participation: 10%

Required and Recommended Reading: NOTE: The required tutorials on MS Powerpoinr, Excel and Access are available thru the course management system: myITlab.

Most readings are available either online or in electronic format. Copies of the required readings that exist in hardcopy only will be made available to students ahead of time. Additional readings may be assigned throughout the term. Handouts will be provided during each class.

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