

ITFN 1101
Foundations in Information Technology
Syllabus
Fall 2010

Course Description:

As an introductory course in information technology, topics include foundations in hardware, software, data, and procedures. Students are introduced to structured programming techniques, systems development, database design and networking. Aspects of appropriate business ethics are discussed. Interpersonal skills and team building emphasized. Prerequisite(s): Exit or Exemption from Learning Support Reading, English and Math.

Prerequisites: none

Sections:

87422 meets Monday and Wednesdays 6:30 pm to 7:45 pm in UC 262

87028 meets Tuesday and Thursdays 12:45 pm – 2:00 pm in B11

Instructor: Dr. Cherie Long

UC 305

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Email: cherie@cherielong.com

Office Hours:

Format of Course: This course is a lecture course with technology assignments. The technology assignments is available at <http://www.myitlab.com>. You need an access code for myitlab which is included with your textbook 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

MW Class ID is: CRSABBJ-428743

TTH Class ID is: BRSAB49-428744

Course materials will be posted online at: <http://www.cherielong.com/courses/itfn1101/>

on the myitlab course management system.

Textbook: are available in the university bookstore

Technology in Action, 7th Edition ISBN: 0-13-509669-3

Access Code for myitlab (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:

Exams 50%

Midterm 25%

Final 25%

Late work is not accepted.

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