

Syllabus

Tools for Information Literacy, INLS161.003
Fall 2017
3 Credit Hours
Tuesdays & Thursdays 12:30 PM – 1:45 PM, Manning 117

Instructor:

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Course Prerequisites

None

Course Requirements & Learning Goals

As defined by the American Library Association, "Information literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." This course is designed around a progressive series of computer-related assignments tied to skills that are integral to information literacy in the 21st century. Skills you will learn include working in a command shell; basic web development (HTML, CSS); advanced document markup; advanced spreadsheet manipulation; and database design. The course concludes with a unit on refining one's ability to present information effectively.

Each of these assignments will require you to have a basic understanding of some underlying core concept and then deepen that understanding through applied practice. The course allows for both individual and group-based work. The syllabus outlines these assignments for each unit; further details will be discussed during class and through instructions posted on Sakai.

It is advisable to bring your laptop to every class, but since we will be meeting in the SILS computer lab (Manning 117), you may rely on the computers there for in-class exercises and occasional practice. It never hurts to save your work to OneDrive or Dropbox or Google Drive!

Due Dates

- Thursday, Sept 7: Understanding Networks
- Thursday, Sept 28: Web Development
- Tuesday, Oct 10: Document Markup
- Tuesday, Oct 24: Spreadsheets
- Tuesday, Nov 21: Databases
- Friday, Dec 8: Final Presentations

(Note: All assignments are due by 12pm on the days noted above.)

Grades

Grades are based on how effectively you complete the six assignments noted above and on the value you add to your peers' learning in class. Adding value to your peers' learning is a more meaningful way to say, "class participation." Adding value includes asking questions about topics covered throughout the semester, raising related issues in class, answering the instructor's in-class questions and posting to the forums on Sakai.

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In a nutshell, try to stay active and involved throughout the semester, but remember: *quality* of input far outweighs *quantity*. During class, you will want to respect your fellow students by paying more attention to the class topics and less to what is happening on social networking sites. Playing on Facebook or Instagram does not equate to information literacy and will not be tolerated during lectures. Mobile devices (other than laptops used for class, that is) should be tucked away at all times during class.

Grading Breakdown

- Understanding networks = 10%
- Web development = 25%
- Document markup = 15%
- Spreadsheets = 15%
- Databases = 15%
- Presentations = 10%
- Value add/class participation = 10%

Grading Scale

Points	What It Means	Letter Grade
≥95	Mastery of course content at the highest level of attainment that can reasonably be expected	A
90-94 87-89 83-86 80-82	A totally acceptable performance demonstrating an adequate level of attainment	A- B+ B B-
77-79 73-76 70-72 67-69 60-66	A marginal performance in the required exercises demonstrating a minimal passing level	C+ C C- D+ D
<60	For whatever reasons, an unacceptable performance	F

Course Policies and Expectations

Attendance is expected and I will be taking roll at the beginning of every class. If you have to miss class, please contact me ahead of time whenever possible. Poor attendance will have a negative impact upon grades, but reasonable excused absences should not. I will use Sakai and e-mail to communicate to students throughout this course. Students are responsible for all information sent to their campus e-mail address.

Course Resources

There will be no required textbook. Readings will be posted on the class Sakai site and will include case studies, research papers, and blogs. Some readings are available via the campus portal to Safari Books Online, including *Learning Web Design, 4th Edition* by Jennifer Niederest Robbins. In addition, we will be accessing helpful tutorials via UNC's Lynda.com portal (<http://software.sites.unc.edu/lynda/>).

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Honor Code

The Honor Code is in effect in this class and all others at the University. I am committed to treating Honor Code violations seriously and encourage all students to become familiar with its terms set out at <http://instrument.unc.edu>. If you have questions, it is your responsibility to ask about the Code's application.

Schedule

The schedule is likely to change slightly as the semester progresses. Students will receive email notification of any changes to this schedule via Sakai.

1 Tuesday Aug 22 – Introductions & Course Overview

- Personal introductions, course outline and an overview of information literacy

2 Thursday Aug 24 – Computer Basics, Operating Systems & Software

- Computer components & operating systems
- Software – open source vs. proprietary; local vs. cloud-based

3 Tuesday Aug 29 – Clients & Servers

- Understanding the client-server model
- Types of servers
- Tools for communicating
- In-class exercises (command line tools)

4 Thursday Aug 31 – Local Area Networks

- Network topology
- Network protocols
- UNC campus network

5 Tuesday Sept 5 – Internet and Cloud Computing

- A brief Internet history
- What is “the cloud?”
- In-class exercises (setting up your development environment)

6 Thursday Sept 7 – Web Development Basics

- HTML 101
- The structural layer
- *DUE: Understanding networks assignment*

7 Tuesday Sept 12 – Web Design Elements I

- CSS 101
- The presentation layer
- In-class CSS exercise

8 Thursday Sept 14 – Web Design Elements II

- Review of web development workflow
- Using CSS templates
- In-class CSS templates exercise

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9 Tuesday Sept 19 – Web Design – JavaScript & PHP Intro

- No formal class meeting (instructor away at a conference)
- Complete readings on JavaScript and PHP
- Work on your web projects

10 Thursday Sept 21 – Web Design – Basic Web Programming & Using Images

- Intro to JavaScript and PHP
- In-class PHP practice using contact form
- Embedding images

11 Tuesday Sept 26 – Web Development Lab

- Work on website assignment

12 Thursday Sept 28 – Document Markup I

- Word processors – a brief history
- Document markup – the basics
- What is metadata?
- *DUE: Website assignment*

13 Tuesday Oct 3 – Document Markup II

- XML and other markup languages
- Exploring Word's markup features

14 Thursday Oct 5 – Document Markup Lab

- Work on document markup assignment

15 Tuesday Oct 10 – Spreadsheets I

- Formulas & functions
- Data display
- *DUE: Document markup assignment*

16 Thursday Oct 12 – Spreadsheets II

- Sort & Filter
- Pivot tables
- In-class work on spreadsheet assignment

17 Tuesday Oct 17 – Spreadsheet Lab

- Work on spreadsheet assignment

18 Thursday Oct 19 – FALL BREAK

- No class – enjoy your break!
- ...but don't forget to complete spreadsheet assignments!

19 Tuesday Oct 24 – Databases - Basics

- Flat vs. relational databases
- Basic concepts
- *DUE: Spreadsheet assignment*

20 Thursday Oct 26 – Databases - Tables

- Creating and manipulating data within tables

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- In-class practice setting up Access db tables

21 Tuesday Oct 31 – Databases - Relationships

- Primary keys
- Database integrity...and more in-class practice

22 Thursday Nov 2 – Databases – Input/output

- Forms
- Reports
- In-class practice setting up forms

23 Tuesday Nov 7 – Databases – Basic Queries

- SQL – structured query language
- In-class practice with queries

24 Thursday Nov 9 – Databases – Complex Queries

- Performing calculations
- Advanced SQL
- More in-class practice with queries

25 Tuesday Nov 14 – Databases – Q&A

- Ask questions about what's giving you trouble on this assignment
- Work through common frustrations/mistakes

26 Thursday Nov 16 – Databases – Lab

- Work on database assignment

27 Tuesday Nov 21 – Presentation Software – Beyond PowerPoint

- Working with Prezi and Canva
- Best practices
- *DUE: Database assignment*

Thursday Nov 23 – Happy Thanksgiving!

28 Tuesday Nov 28 – Presentation Examples

- Sharing session – found examples of excellent presentations
- Group discussion of effective presentation styles

29 Thursday Nov 30 – Presentation Lab

- Work on presentation assignment
- Course evaluations (complete online)

30 Tuesday Dec 5 – Final Regular Class

- Wrap-up and parting thoughts
- Discussion of common careers for SILS majors

31 Friday Dec 8 – Final Presentations

- Final presentations shown during class (*3-hour time slot, 12pm-3pm, on what would have been the final exam day*)