Student Handbook

DEPARTMENT OF INFORMATION STUDIES

Fall 2016

CHICAGO STATE UNIVERSITY 9501 S. KING DRIVE, ED 208, CHICAGO, IL 60628

Information Technology Certificate (Minor Concentration) 28
Security and Intelligence Studies (SIS) Minor (24 credit hours) 29
Policies and Student Code of Conduct 31
University Level Policies and Code of Conduct 31
College and Program Policies 32
Assessment 33
Library and Information Science Program Objectives and Student Learning Outcomes 33
Technology and Performance Improvement Studies Program Objectives and Student Learning Outcomes 35
Course Listings 36
Library Information Science (LIS) Courses 36
Security and Intelligence Studies (SIS) 42
Technology and Performance Improvement Studies (TPS) 43

Welcome

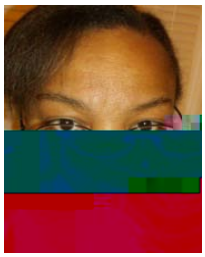
Welcome to Information Studies. This department houses several graduate programs related to applied information and communications management and technology. We offer several graduate programs that prepare individuals for work in the information professions: the Master of Science in Library and Information Science, the Master of Science in Technology and performance Improvement Studies, Post-baccalaureate Certificate in Archives and Records Management, Post-baccalaureate Certificate in Telecommunications Management, Library Information Specialist Endorsement for licensed teachers, and the Education Technology Specialist Endorsement for licensed teachers. There are two undergraduate minor concentrations – the Information Technology minor and the interdisciplinary Security and Intelligence minor.

The programs in Information Studies are ideal for working professionals who want to make a career change. The programs are offered in the online course delivery format which afford flexibility in scheduling. The graduate programs can be completed by individuals who have earned an accredited bachelor's degree in virtually any field.

What do we expect from students in distance learning programs?

The courses within the Department of Information Studies' degree programs and certificates are primarily offered as online, Internet-based courses. This format allows students to complete their coursework from anywhere at any time as long as they have access to the Internet. However, while flexible in how students schedule their own work, assignments and activities have specific due dates and expectations. In addition, some faculty will require students to be online at specific times to interact as a class.

Online courses are not easier than traditional, face-to-face courses. In fact, many students find online courses require more time and effort, as far more reading and writing is typically required. Therefore, these courses are geared towards graduate students who are able to take responsibility for their own learning, are comfortable using a(are)-1(g)12(nle)-1( )114.64 r>1d ( )Tj 0.0



Dr. Kimberly Black - Chairperson

ED 208F
773-995-2143
kblack21@csu.edu

Ph.D. Library and Information Studies, Florida State University
M.S. Library and Information Science, Florida State University
M.S. in Geography, Florida State University

Academic Libraries, Multicultural Resources and Services, Reference and Public Services, Children and Youth Services, Collection Management, Knowledge Management

Information Studies Staff

Ms. Desiree Montgomery - Program Assistant and Coordinator, Pearson Vue Testing Center

ED 208
773-995-2598
dmontg20@csu.edu

Ms. Barbara Belisle - Licensure Officer, College of Education

ED 203
773-995-2492
bbelisle@csu.edu

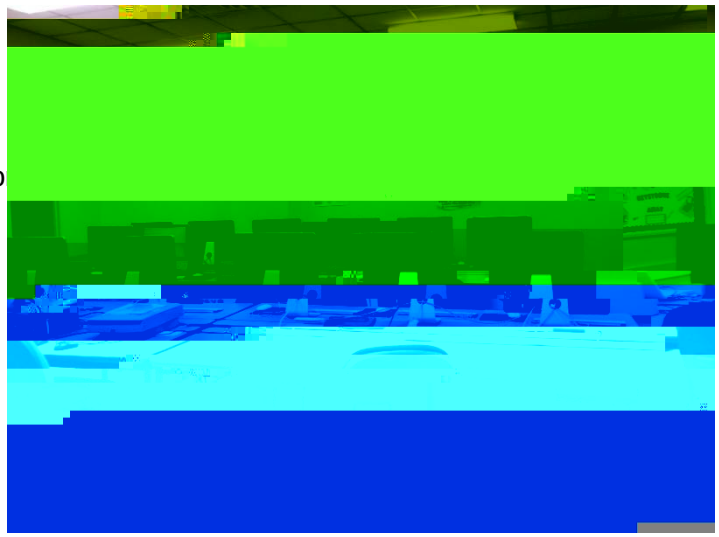
Classrooms andLabs

Information Studies maintains several instructional labs rooms

ED 204 Lab

15 iMacs

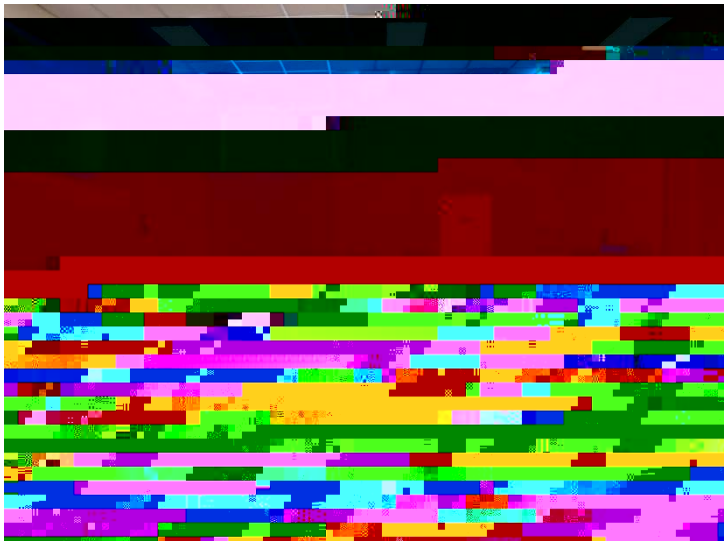
Mac OS X; Microsoft Office 2008 fo iMacs



ED 109 Networking Lab

21 PCs

OS 7 Professional, Microsoft Office 2007; networking software



Centers

Pearson Vue Testing Center

The Information Studies Department hosts Chicago State University's authorized Pearson VUE Test Center. Our Test Center offers a wide variety of computer-based exams offered by Pearson and is open to the public.

To sign up for an exam, please use the Pearson VUE website: http://home.pearsonvue.com/test-taker.aspx

CISCO Academy

Cisco® Networking Academy® is an innovative global education initiative that delivers information and communication technology skills to help meet this growing demand while improving career and educational opportunities for students around the world.

The Information Studies Department at Chicago State University was approved as a Local CISCO Networking Academy by CISCO Systems, Inc. in 2001. Since 2002, thgg7TJ 0.001 Tmi(t)-4(io)caves4

Course	Course Description	Term
TPS 4070/TPS 5070	**Informatics Essentials:** Key concepts on managing and maintain computers; technical skills; prepares students to take the A+ Certification. **Prerequisite:** None	Spring
TPS 4510/TPS 5510	**Network Fundamentals:** Key fundamental networking concepts and technologies. **Prerequisite:** None	Fall
TPS 4520/TPS 5520	**Network Configuration II: Routing Protocols and Concepts**. This course is to develop an understanding of how a router learns about remote net-works and determines the best path to those networks. This course includes both static routing and dynamic routing proto-cols. **Prerequisite:** TPS 4510/ TPS 5510	Spring
TPS 4530/TPS 5530	**Network Practicum I: LAN Switching and Wireless.** The goal is to develop an under- standing of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wire- less devices into a LAN. **Prerequisite:** TPS 4520/ TPS 5520	Summer I
TPS 4540/TPS 5540	**Network practicum II: Accessing the WAN.** This course describes key WAN technology concepts. Also, teaches you how to select the appropriate WAN technology to meet different enterprise business requirements. **Prerequisite:** TPS 4530/ TPS 5530	Summer II

Information Studies Programs

The Department has two master's degree programs and a number of certificates and endorsements. The programs and certificates in Information Studies are in two program areas:

- Library and Information Science
    - M.S. in Library and Information Science
    - School Information Specialist Endorsement for Licensed Teachers (non-degree)
    - Archives and Records Management Post-Baccalaureate Certificate (non-degree)

- Technology and Performance Improvement Studies
    - M.S. in Technology and Performance Improvement Studies
    - Telecommunications Management Post-Baccalaureate Certificate (non-degree)
    - Information Technology Undergraduate Minor/Certificate
    - Education Technology Specialist Post-Baccalaureate Certificate for Licensed Teachers (non-degree)

Curriculum Structure for LIS and TPIS Degree Programs

The degree programs have the following basic structure:

1. Core Required Courses - courses that all students in the degree program are required to take; these courses form the foundation of the discipline

2. Specialization Courses – courses that provide a specialization within the discipline

3. Final Thesis/Project – original research or

4. Capstone Portfolio – a professional portfolio that demonstrates the knowledge and skills gained

Library and Information Science

TheMaster of Science degree in Library and Information Science (MSLIS) prepares professionalsto design and manage library and information services in a variety of settings. The program isdesigned to reflect an urban focus with the following specializations:

1) Schoollibraries(licensure or endorsement to become a School Library Information Specialist, 2) archives andrecord management,
3) Academidibraries, and
4) Publiclibraries.

Library and Information Science Degree - Specific Requirements (35 – 44 Credit Hours)

Required Courses (15 Credit Hours)
The following five required courses are to be taken at the beginning of the student's master's program.

- LIS 5050 Foundations of the Information Professions
- LIS 5060 Organization of Information
- LIS 5070 Introduction to Reference Services
- LIS 5080 Information Technology for Library and Information Agencies
- LIS 5090 Research Methods in Library and Information Science

Directed Elective Courses (15 – 43 Credit Hours – Choose One Specialization)
Students wil select one of the following specializations and complete the sequence of courses listed:
School Libraries

Public Libraries

- LIS 5350 The Public Library
- LIS 5390 Management and Organization of Libraries
- LIS 5510 Database Design for Information Storage and Retrieval
- LIS 5970 Field Practicum
- Two electives selected with an advisor

Concluding Courses (4 to 7 Credit Hours)

The following three concluding courses are to be taken at the end of the student's master's program:

- LIS 5980 Thesis / Project (At least 3 credit hours)
- LIS 5990 MSLIS Capstone (1 credit hour)

A note about specialized accreditation for the M.S. LIS program: Chicago State University's Library and Information Science program has been granted candidacy status by the Committee on Accreditation of the American Library Association. Candidacy status is an indication that the Department of Information Studies' Library and Information Science program has voluntarily committed to participate in the ALA accreditation process and is actively seeking accreditation. Candidacy does not indicate that the program is accredited nor does it guarantee eventual accreditation of the program by ALA.

School Library Media Specialization

Completing an option within the School Library Information Specialist concentration will prepare you for a career in school librarianship. The competencies you develop in the program will enable you to develop and administer school library media services in a multicultural and technological society.

Admission requirements to the program vary depending on your background. If you do not already have a State of Illinois Professional Educator License, you must apply for admission to the College of Education and complete the professional education and general education sequence necessary for initial teacher licensure. Licensed teachers may apply for regular graduate admission.

The department currently offers three pathways to becoming a Library Information Specialist recognized by the state of Illinois to work in school libraries.

Option 1. MSLIS for Licensed Teachers. Current holders of an Illinois Professional Educator License with a teaching endorsement can earn an MSLIS with a Library Information Specialist endorsement valid for grades K-12 through our school library specialization of the MSLIS degree program.

Option 2. Endorsement Only (Non-Degree) for Licensed Teachers. Current holders of an Illinois Professional Educator License with a teaching endorsement can earn the Library Information Specialist Endorsement through our school library endorsement-only sequence. This is a non-Master's degree option that allows you to teach in a school library for the grade range currently on your license.

Option 3. MSLIS for Non-Teachers (Initial Licensure). Applicants without an Illinois Professional Educator License can earn their Illinois Professional Educator License with a Library Information Specialist Endorsement through our MSLIS concentration in School Libraries. This requires an additional

LIS 5080 INFORMATION TECHNOLOGY FOR LIBRARIES AND INFORMATION AGENCIES	3 cred. hrs.
LIS 5520 CATALOGING AND CLASSIFICATION	3 cred. hrs.
LIS 5070 INTRODUCTION TO REFERENCE SERVICES	3 cred. hrs.
LIS 5130 CURRICULUM AND THE MEDIA CENTER	3 cred. hrs.
LIS 5710 LITERATURE AND SERVICES FOR CHILDREN	3 cred. hrs.
LIS 5120 ADMINISTRATION OF MEDIA CENTERS	3 cred. hrs.
LIS 5720 LITERATURE AND SERVICES FOR YOUNG ADULTS	3 cred. hrs.
LIS 5185 LICENSURE EXAM REVIEW (NOT COUNTED TOWARDS COURSEWORK)	1 cred. hr.
THE FOLLOWING COURSES ARE REQUIRED FOR STUDENTS WHO PLAN ON WORKING IN A BUILDING THAT INCLUDES GRADES 5-8 AND WHO DO NOT ALREADY HAVE A MIDDLE SCHOOL ENDORSEMENT.	
ELCF 4440 PHILOSOPHY, CURRICULUM, AND INSTRUCTIONAL METHODS FOR THE MIDDLE SCHOOL	3 cred. hrs.
PSYC 4210 ADOLESCENT PSYCHOLOGY	3 cred. hrs.

Option 3. MSLIS for Non-Teachers (Initial Licensure)

Candidates seeking initial teacher licensure must satisfy all of the following requirements:

- Passing score on the test of Academic Proficiency (TAP) or equivalent measurement, Library Information Specialist content area exam, and Assessment of Professional Teaching (Special K 12)
- Students must also complete a minimum of 100 field observation hours; 50 hours must be in an elementary setting and 50 must be in a secondary setting. These hours may be completed in LIS 5180 Clinical Experiences in School Library Media Centers

General Education Requirement (33 -36 credit hours)
Three credit hours in each: composition, oral communication, college level mathematics, biological science and physical science (at least one science course must include a laboratory)
Nine credit hours from at least two disciplines in the humanities: fine arts (art, music, theater) , foreign language, literature, and philosophy
Nine credit hours in the following social sciences: US history or American national government; child and adolescent psychology; and one course from history, geography, economics political science, anthropology, psychology or sociology.

LIS5190StudentTeaching

Non-Degree Endorsement in School Library Media for Certified Teachers
(24 Credit Hours)

Certificate in Archives and Records Management (18 Credit Hours)

The post-baccalaureate Certificate in Archives and Records Management (ARM) serves students with undergraduate degrees in history or other disciplines. The ARM program is designed for students who wish to pursue careers in archives, records management, and in libraries with special collections units that include archives and records management divisions. ARM also provides professional development opportunities for support staff in Chicagoland archives and special collections units who need a credential in the field. Some of the credit hours earned in this certificate may also be applied to the Master of Arts in History and the Master of Science in Library Science.

Required Courses (12 Credit Hours)

- LIS 5200 Archives and Records Administration
- LIS 5220 Electronic Records Management
- HIST 5312 Oral History Theory and Practice
- HIST 5352 The Chicago Experience

Two Elective Courses (6 Credit Hours)

- LIS 5570 Digitization and Digital Repositories
- LIS 5240 Curatorship of Historical Collections
- LIS 5970 Field Practicum
- HIST 5400 Historical Methods
- Another course approved by the department

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Technology and Performance Improvement Studies

The Department of Information Studies offers a Master of Science in Education degree inTechnology and Performance Improvement Studies. The purpose of the degree inTechnology and Performance Improvement Studies is to prepare professionals tosystematically evaluate situations and implement appropriate solutions in order toimprove performance at the level of the worker, work, workplace, or world. The programputs heavy emphasis on the integration of the theories and practices in the areas ofhuman performance technology (HPT), information and communications technology (ICT),and quality management and is aligned with the published standards of the InternationalSociety for Performance Improvement (ISPI). The program prepares students for positionssuch as managers and directors of information technology, performance improvementspecialists, educational technologists, trainers, eLearning specialists, consultants, networkadministrators, systems analysts, and a variety of other professions.

Students are also prepared to sit for external certifications from ISPI, CISCO, CompTIA,and the American Society of Quality.

The program consists of 33 credit hours. Each student is required to take six required courses, four elective courses, complete the thesis/project requirements, and submit anelectronic portfolio.

Elective courses can be selected from any of the following areas, allowing each studentto create a program that meets their individual needs and professional goals.

- Performance Management
- Instructional Technology
- Training and Development
- Telecommunications
- Interdisciplinary Options

TPIS Specific Requirements (33 credit hours)
Required Courses (15 hours)

- TPS 5050 – Professional Practice and Portfolio I
- TPS 5060 – Fundamentals of Performance Improvement
- TPS 5070 – Informatics Essentials
- TPS 5080 – Quality Systems and Methods
- TPS 5090 – Research Methods in Technology and Performance Improvement
- TPS 5990 – Professional Practice and Portfolio II

Thesis/Project Requirements (6 hours)

- TPS 5980 – Thesis / Project

Students have the option to complete a thesis that requires 6 credit hours of TPS 5980 **or** complete a project that requires 3 credit hours of TPS 5980 and an additional threecredit hour elective course relating to the topic of their project.

Elective Course Options (12 hours)

- TPS 5010 – Ethics and Issues with Technology

Certificate in Telecommunications Management (21 credit hours)

Telecommunication is a field that studies communications over distance using technological means. The purpose of the Telecommunications Management Post-Baccalaureate Certificate (TMC) is to provide an opportunity for students to gain knowledge and hands-on training in the area of Telecommunications. This certificate targets students who already have a bachelor's degree and an interest in exploring information and communications technology (ICT) career options.

Certificate completers will be prepared to apply for careers with software and Internet publishing companies, wireless communication providers, and businesses with ICT needs. This certificate is designed to prepare students for at least three industrial certification exams: A+, CCNA, Network+, Security+, and CWSP Wireless.

This certificate is associated with the Masters of Science in Technology and Performance Improvement Studies. Students interested in learning more about the field, may be interested in transferring to the Master's degree once the certificate is completed.

The post-baccalaureate Telecommunications Certificate program consists of five required courses plus two elective courses. The concentration of the certificate is on network computing courses. The

Information Technology Certificate (Minor Concentration)

The purpose of the Information Technology Certificate (ITC) is to provide an opportunity for university undergraduate students to obtain a minor in area of information and communications technology (ICT). ITC students gain knowledge and hands-on training in the area of ICT through required courses in computer networking and informatics essentials and elective course(s) in wireless, security, and cloud computing.

This certificate offers students the opportunity to be introduced to ICT hands-on experience ICT. This, in turn, expands the employment horizon to include ICT career options. Certificate completers should be ready to apply for careers with software and Internet publishing companies, wireless communication

Policies and Student Code of Conduct

Institutional policies can be found at many levels. There are a few, basic policies at the program level, more extensive policies at the college level and highly extensive policies at the university level. Students are require to become aware of and to observe all university policies. You can locate policies in the following locations:

University Level Policies and Code of Conduct

Graduate University Academic Regulations are found on the university website - https://www.csu.edu/catalogs/graduate/Academic_Regulations.htm. Important policies on this site include the grading system, a definition of the unit of credit, the minimum grade point average, repeated courses policy, academic requirements for the master's degree, graduate advising, the time limit policy, absences, course withdrawal policies, student conduct policies, policies on the release of information, plagiarism, and student grievances.
/MCID IV. >>B

College and Program Policies

College of Education (COE) policies can be found on COE's website - http://www.csu.edu/collegeofeducation/policies. Important policies on this site include the abilities

Assessment

Each program at the university undergoes an annual assessment process. This assessment process evaluates how well the program accomplishes its program objectives and how well student meet their program's learning objectives. Assessments for each program occur according to a documented assessment plan for that program. Copies of each program assessment plan can be requested from the department.

Library and Information Science Program Objectives and Student Learning Outcomes

The program objectives for the Library and Information science program and its associated certificates

SL9 - Effectively utilize technology to add value to the field.

SL10 - Assess how changing technologies impact the field.

SL11 - Demonstrate the knowledge and skills required to perform within his/her specific specialization.

For copies of the program assessment report and a summary of the achievement of student learning, please contact the program.

Course Listings

Library Information Science (LIS) Courses

LIS 1100 LITERACY AND LEARNING IN THE 21ST CENTURY (3)Using 21st century literacy and learning skills, students will collaboratively investigate, analyze, and propose potential solutions for problems facing our students, campus, andcommunity. This is a writing intensive course.Prerequisites: Completion of ENG 1230/1240, ENG 1270/1280 or consent of department.

LIS 4000 WORKSHOP ON LIBRARY MEDIA PROBLEMS (1-3)Inservice course for teachers, librarians, media specialists, and administrators. Includesrecent trends and practices in library media centers. Not

to graduate education, and CSU's MLS program.Prerequisites: Admission to the Graduate School and COE.

LIS 5060 ORGANIZATION OF INFORMATION (3)The concepts and methods for describing and organizing information and documents of alltypes and formats for identification and retrieval. Includes an examination and practice withstandard organizational tools such as classification systems, subject headings, MARC records,metadata, and others. Also covers indexing languages, vocabulary management andthesauri systems; human and machine techniques; and rationals for decisions about theorganization of materials in various contexts.

LIS 5070 INTRODUCTION TO REFERENCE SERVICES (3)Print and electronic information sources and services used to connect library users to theinformation they seek. Current principles and practices of reference service amongdifferent types of libraries and information centers, including school, academic, public, andspecial libraries are explored. Fifteen clock hours per term.

LIS 5080 INFORMATION TECHNOLOGY FOR LIBRARY AND INFORMATION AGENCIES (3)Introduction to key concepts of information technology as they pertain to instruction andinformation processing and management in library and information agencies. Emergingtechnologies such as mobile, social and digital media and their applications in formal andinformal education and information services. Practice exercises will include planning,implementation and evaluation of diverse service models. Cannot receive credit for MS5050: AV Technology in Libraries.

LIS 5090 RESEARCH METHODS IN LIBRARY AND INFORMATION SCIENCE (3)Research methods and their applications in Library and Information Science. Theoreticalprinciples and practical procedures for planning, designing, conducting, analyzing, andevaluating research using qualitative, quantitative and mixed methods are introduced.Students produce a research proposal, and also learn to be informed consumers and criticsof published Library and Information Science research.Prerequisites: LIS 5050

LIS 5095 LIBRARY LITERATURE AND RESEARCH (1)Evaluation of recent literature and research in the field of library and information science.Identification of needed literature to address specific research questions.Prerequisite: LIS 5090

LIS 5110 COMMUNICATIONS AND MEDIA CENTERS (3)History, theories and processes of communication and mass media as related to mediacenters.

LIS

College of Education candidates will be able to demonstrate their ability to develop teaching skills and strategies for improving K-12 academic performance using edTPA standards. Initial teaching licensure candidates will actively engage in the development, delivery, and assessment of instructional and administrative activities which support curricula and student achievement and must complete 75 field hours. Prerequisites: LIS 5120 AND LIS 5130.

representation to describe it, explore and effectivelycommunicate meaning and complex data sets. Use of visualization technologies.Prerequisite(s): None

LIS 5600 REFERENCE SOURCES AND METHODS (3)Examination of reference resources and the reference and t process. Focuses on the disciplinaryliterature of social studies, humanities, and sciences.Prerequisite: LIS 5070

LIS 5610 THE LIBRARY IN SOCIETY (3)Study of the foundations of library and information sciences including an examination ofhistorical and current issues related to the role of libraries in society; and a review ofchanging trends.

LIS 5640 HUMAN INFORMATION BEHAVIOR (3)Examines human behavior as evidence of needs which require the seeking, searching, usingand valuing of information for decision making, planning and problem solving. Seeks todescribe and understand a variety of information processes drawing on relevant theoriesand models of cognitive and social psychology. Discusses implications for effectivediagnosis of needs and the design of user-centered information services.Prerequisites: LIS 5050 or consent of the department.

LIS 5670 INFORMATION LITERACY INSTRUCTION (3)Application of theories and models of instructional design, learning, pedagogy andassessment to the challenges of teaching in the information professions. Case studies of avariety of instructional situations in face and online distance learning one-on-one onereference instruction, staff development workshops, Information Literacy tutorials andonline workbook formats. Students will learn to apply a systematic process of assessinglearning needs, and designing, teaching and assessing outcomes of instructional modules ina variety of formats.Prerequisites: LIS 5050 and 5070 or consent of the department.

LIS 5700 HISTORY OF LITERATURE FOR CHILDREN AND YOUNG ADULTS (3)In-depth examination of the history of literature for children and young adults from the15th to the 20th century. Research the origin of nursery rhymes, fables, fairy tales, folktales,myths, legends, and tall tales from various countries.

LIS 5710 LITERATURE AND INFORMATION SERVICES FOR YOUNG ADULT (3)Study of literature, traditional and modern, from a young adult's point of view. Emphasis is on the selection and evaluation of literature and resources for use by and withindividuals between the ages of 12-18. Ten observation hours are required.

LIS 5720 LITERATURE AND INFORMATION SERVICES FOR CHILDREN (3)Study of literature, traditional and modern, for children. Emphasis is on the selection andevaluation of literature and resources for use by and which individuals between the ages of 12. Ten observation hours required.

LIS 5750 SEMINAR IN MULTICULTURAL MATERIALS (3)Collection development and use of multicultural materials. Types of multicultural materials,general and specific reference sources for children and adults.

LIS 5770 STORYTELLING AND FOLK LITERATURE (3)Materials, techniques, and practices in adapting folk and fairy tales, myths, legends, epics,picture books, realistic literature, historical literature to enhance storytelling presentationsin a school curriculum and school setting.

LIS 5900 SEMINAR IN TRENDS AND PROBLEMS IN LIBRARIANSHIP (3)Problems, issues, and trends (historical and current) in libraries and librarianship. Topics vary according to interests and needs of students.

LIS 5910 SEMINAR IN INTERNATIONAL AND COMPARATIVE LIBRARIANSHIP (3)Discussion of issues related to the professions in library and information science in the United States and other countries based upon lectures and readings. In-depth research and writing involved.

LIS 5920 SURVEY OF TECHNOLOGY FOR LIBRARIES (3)An introduction to the use and the production of different media materials for the library/media center, including new technologies. (Ten clock hours of field experience per term.)

LIS 5950 INDEPENDENT STUDY (1-3)Independent study of an aspect of media or librarianship of interest to the student. (May be repeated with different content.)Prerequisite: Consent of the department.

LIS 5970 FIELD PRACTICUM /FIELD EXP (3)Supervised experience in library media centers with appropriate written reports. Nine clockhours of field experience per term. May be repeated in a different setting.Prerequisite: Completion of twenty-eight credit hours in master's degree program and consent of the department.

LIS 5980 SEMINAR IN RESEARCH (3)Guidance in researching and writing thesis and special reports related to librarianship. Hours arranged.Prerequisites: LIS 5090

LIS 5990 MSLS CAPSTONE (1)Provides opportunities for students to reflect, "showcase" their portfolio, the outcome of the knowledge, skills, professional values and dispositions learned during

standards and structured analytic techniques; hypothesis generation and data analysis and modeling; hypothesis testing; analytic writing and briefing.

SIS 4990 INTERNSHIP IN INTELLIGENCE (3) Minimum of 100 hours working in an intelligence agency or

TPS 4210-EEARNING STRATEGIES AND TECHNIQUES (3) Strategies, tools, and techniques for designing and delivering instruction using eLearning technologies.

TPS 4300 FUNDAMENTALS OF INSTRUCTIONAL DESIGN (3) An introduction to contemporary processes and procedures in the design, validation and management of instruction.

TPS 4510 NETWORK CONFIGU

proficient in the key aspects of the cyberspace publishing process. These are foundational to move towards advanced web development courses. Students will design, develop, and release their own web sites.

TPS 5230 MULTIMEDIA PRODUCTION (3) Introduction to the design, production and use of multimedia instructional resources for school library media centers and libraries. Applications of communication theory and development of techniques and skills for selection, production and use of media. Hands-on training in the use of computers, desktop publishing and audio-visual recording technology will be undertaken within a cooperative learning environment. Prerequisites: LIS 5050 or LIMS 5340, LIS 5600 or LIMS 5610/454, LIS 5520 or LIMS 5020/402, ED 5999/499 or permission of department.

TPS 5240 ADVANCED MEDIA PRODUCTION (3) Advanced media production for library and classroom professionals, including web page design and distance learning utilizing traditional and cyberspace techniques. Prerequisites: LIS 5920 or consent of department.

TPS 5300 FUNDAMENTALS OF INSTRUCTIONAL DESIGN (3) Introduction to contemporary processes and procedures in the design, validation and management of instruction.

TPS 5310 DEVELOPMENT OF INSTRUCTIONAL MATERIALS (3) Design, construction, use and evaluation of instructional materials. 3 3 TPS 5500 COMPUTER SYSTEMS TECHNOLOGIES (3) Introduction to computer hardware and knowledge of computer hardware and software various troubleshooting techniques and hands-on real-world experience. Study of microprocessors as well as their architecture, hardware design and hardware/software interrelations are used to solve case studies with practical applications. Obtain knowledge of computer operating systems, install, manage, maintain, and troubleshoot software problems through real-world, hands-on assignments with various operating systems. Course content is enough to take the A+ Certificate Exam. Credit will not be given for both TPS 5500 or IT 5220 and TPS 3500 or IT 3220 or IT 2220.

TPS 5510 NETWORKING FUNDAMENTALS FOR INFORMATION SPECIALISTS (3) Course introduces information specialists to fundamental networking concepts and technologies. It is a laboratory and theory course that covers networking technologies and their implementation. The focus of this course is on learning the fundamentals of networking. Key topics: OSI Model, TCP/IP Mode, Networking Media (copper, fiber, wireless, etc.), Networking Devices (Types and Basic Configuration), Networking Protocols Overview, Common Networking Tools (Packet Tracer, Wireshark, etc.). Course is the first course to be taken in preparation to the CCNA exam.

TPS 5520 NETWORK CONFIGURATION II FOR EDUCATORS (3) Techniques of managing, documenting and configuring interconnected networks and securing information about various networking devices. Course designed for those who deliver instruction. Additional course fee. Prerequisites: TPS 4510 or IT 2233/233

TPS 5530 NETWORKING PRACTICUM I FOR EDUCATORS (3) Practical applications in designing and

paper. This is a variable credit course that will be repeated until research is accepted by the department. Prerequisite: Consent of department.

TPS 5990 PROFESSIONAL PRACTICE AND PORTFOLIO II (2) Prepares the graduation and introduction to the work force. Students will finalize their professional portfolio, create resumes, investigate potential career opportunities, and construct a professional development plan. Prerequisite: Consent of department.