

College and Instructor Information

Institution	Georgia Perimeter College
Instructor	Instructor: Carmel Chaille Brunson Phone: 770-274-5092 Office: NLRC 2550 Office Hours: See Scheduled Chat Sessions Email: carmelita.brunson@gpc.edu Webpage: http://facstaff.gpc.edu/~cchaille/

Course Information

Course Section	LIST 2005: Computers in Libraries Summer 2009
Course Description	This survey of computers in libraries will include discussions of the use of computer-based systems in libraries and information centers as well as "troubleshooting" hardware and software access. Specific applications to be addressed include computer-based literature searching, indexing, and circulation from the perspective of computer applications.
Required texts	Wilson, Katie. <i>Computers in Libraries: An Introduction for Library Technicians</i> . New York: Haworth Press, 2006. ISBN: 078902151X or 9780789021519. Other Required Readings: Several websites and files are required reading and are available from iCollege.
Course Objectives	<ul style="list-style-type: none">• Identify parts of a personal computer• Know the history and standards of the internet• Know the components needed to use the internet• Understand how the internet can be used in libraries and information centers• Be familiar with the computer systems used in libraries• Understand how circulation functions are performed on library systems• Understand how serials (journals, magazines, etc.) are managed in libraries• Understand and use Online Public Access Catalogs from different libraries• Understand how libraries share resources

- Perform searches on the internet to find academic sources
- Perform searches in a database to find academic sources
- Understand the differences between an internet source and a database source
- Learn and use advanced searching skills in a database
- Be familiar with equipment (microfilm readers, photocopiers, etc.) found in libraries
- Learn techniques to diagnose and fix problems with library computers and equipment.
- Learn basic HTML and create a webpage.

Attendance and
Withdrawal
policy.

Attendance Policy:

Students' academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments and material covered during an absence.

Attendance will be tracked by your participation in discussions and/or chat sessions. Twenty percent of your final grade will be determined by participation in discussions by posting on the discussion board or in chat sessions.

Withdrawal Policy:

Students who never attend a class and never "log-in" for a distance learning class by the end of the first two weeks of the term will be reported for non-attendance. Students who do not drop a class during the schedule adjustment period and are reported for non-attendance will be automatically dropped from that course. Neither the course(s) nor any grade(s) will appear on the student's permanent record.

Students who stop attending a course (or participating in a distance-learning course) without withdrawing may receive a failing grade. Prior to the midpoint of the course, students who officially withdraw from collegiate level (1000 or 2000-level) courses receive a grade of "W." Students who withdraw after the midpoint of the total grading period (including final exams) will receive a grade of "WF" unless a hardship withdrawal is approved. A request for hardship consideration must be made to the campus Dean of Academic Services.

Course Policies

Course Requirements: Participation

Twenty percent of your final grade will be determined by participation in discussions by posting on the discussion board or by participating in chat sessions. Chat sessions will be available throughout the semester. However, these chat sessions are not required.

I will start discussions by posing questions throughout the semester. You can reply to my posts, reply to posts by others class members, or start new discussions. For every post you make on the discussion board, you will receive 1 point. For every chat session you participate in, you will receive 2 points. Once you have earned 20 points, you will receive full credit for class participation.

In order for your post or chat to be counted toward your participation grade, you must contribute to the discussion. Random and/or pointless posts or chat will not be counted. Rudeness and profanity during discussions or chat will not be tolerated.

Course Requirements: Written Assignments

Thirty-five percent of your grade will be determined by accurately answering written assignments. You will have a window of at least two weeks to complete and submit each assignment.

Each assignment can be submitted only one time. Each assignment will be due by a certain date, but you will have no time limit. This means that you can begin the assignment, copy down the questions and answer them at a later time. However, you must complete and submit your assignments before the posted due date.

These assignments and their due dates will be posted on iCollege. Students may discuss written assignments on the discussion board or in chat sessions.

Some of the assignments are listed under the category of Assessments in iCollege.

Course
Requirements:
Midterm and
Final Exams

Forty-five percent of your grade will be determined by your performance on a midterm and final exam. Tests will consist of multiple choice, matching, fill-in-the blank, short answer, and "hands-on" questions. "Hands-on" questions will ask you to perform a task and then give a short answer on what you did. You will have a window of several days to complete and submit each test. Each test can be submitted only once and will have a time limit. These tests are available through iCollege.

Please do not discuss the questions on these tests until after the period for taking the test has ended.

Grading Scale
and Standards

Distribution of Points

Participation/Discussions	20 points (20%)
Written Assignments	35 points (35%)
Midterm Exam	20 points (20%)
Final Exam	25 points (25%)

Grading Scale

90 - 100 points	A
80 - 89 points	B
70 - 79 points	C
60 - 69 points	D
59 points or less	F

Missed Work

Late Assignments and Make-up Tests:
All written assignments are due before the last day of final exams. Late written assignments will not be accepted.

Make-up tests (midterm and final) will be available. However, make-up tests may include essay questions and will be considerably harder than those given on the scheduled test days.

Extra Credit:
Extra credit will be available. After consultation and approval by the instructor, extra credit of up to 10% of the final grade may be given.

Grade Reports

Grades will no longer be mailed to students' home addresses at the end of the semester. Reports of students' grades are available via web (http://www.gpc.edu/Banner_Web/) Your grades for this course are available in your "My Grades" tool.

GPC Policies

GPC Policies

AMERICANS WITH DISABILITIES ACT STATEMENT If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

ACADEMIC HONESTY STATEMENT Each faculty member will use the Academic Honesty Statement developed by his or her discipline unit.

EQUAL OPPORTUNITY STATEMENT No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by GPC.

AFFIRMATIVE ACTION STATEMENT Georgia Perimeter College adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

REGENT'S TEST POLICY The University System of Georgia requires each student to pass both parts (reading and essay) of the Regents' test before you earn 45 hours of college credit. If you don't, if you accumulate 45 hours without passing the test, you must take the 3-credit Regents' Prep class (Essay = RGTE 0199 or Reading = RGTR 0198) in either or both parts of the test you haven't passed, even if you have never taken the test.

Schedule

Important Dates Note: Dates are subject to change.

First day of class: Monday, June 8, 2009

Midterm: Wednesday, July 1 @ 7:00am - Friday, July 3 @ 10:00 pm

Final: Monday, July 27 @ 7:00am - Wednesday, July 29 @ 10:00pm

Last day of Finals: Wednesday, July 29, 2009

Please see the Calendar for more dates.

You can view a printable calendar at
<http://facstaff.gpc.edu/~cchaille/AssignmentScheduleSummer09.pdf>