

LIBRARY AND INFORMATION TECHNOLOGY 2300

Multimedia Services and Equipment in Today's Library

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Basic operation, evaluation, selection, and uses of media, hardware, and software. Emphasis on hands-on experience and creation of a media portfolio. Prerequisite: Library and Information Technology 1101 with a grade of C or better. (3 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on [Click here for prices of required textbook\(s\) and supplies](#) and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE OUTLINE/EVALUATION

Unit	Assignments	Points
Unit 1	Introduction Personal Introduction	5
Unit 2	Copyright Issues	20
Unit 3	Learn to Use PowerPoint	20
Unit 4	Get Ready for Distance Education	20
Unit 5	Put Your PowerPoint Skills to Work	20
Unit 6	Begin Your Media Portfolio	10
Unit 7	Create a Sample Chapter for Your Media Portfolio	10
Unit 8	WebQuests: Search, Use and Evaluate Information from the Internet	10
Unit 9	Video Production Techniques	20
Unit 10	Create a Video	10
Unit 11	Field Trips	25
Unit 12	Digital Photography	5

Unit	Assignments	Points
Unit 13	Digital Scanning	5
Unit 14	Special Needs & Final Assessment	5
Unit 15	Media Portfolio Presentation	70
	Class Participation	80
	Total Points	335

GRADING

Grades will be awarded on a cumulative point basis as follows: A, B, C, D, and F. Class attendance and participation are a part of your grade. **Late assignments will not be accepted. Please contact the instructor for any special circumstances.**

It is possible to earn a total of 335 points in this course. The grading scale will be as follows:

A	(90-100%)
B	(80-89%)
C	(70-79%)
D	(60-69%)
F	(0-59%)

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.