**LITEC 258**

# SPRING 2009

Welcome to LITEC 258. This class is an independent study in computer and library skills.

In order to pass this class you **must complete** four assignments

* **48 Hours** of work in the Computer Lab (this can be work for other assignments). Passing is 70% or above. You must complete the first 24 hours by **MARCH 14, 2009.**
  + 48 + Hours = A (100%)
  + 47-42 Hours = A- (90%)
  + 42-35 Hours = B (80%)
  + 34-30 Hours = C (70%)
* **Portfolio**- You must turn in copies of 3 assignments that you have worked on in the computer lab. 1 item must be a word processing or spreadsheet application: 1 must have a research component (examples include book report, compare/contrast paper, speech): the last item is of your choosing.
* **A library tour** (if you have complete one of these last year contact me for an alternate assignment) Tour times will be announced in the computer lab.
* End of the **Semester Quiz** must be passed with 70%

**Remember**: When you use the computer lab please remember to **Sign In** and **Sign Out** on the **LITEC 258 Sheet**. If you do not sign in on this sheet you will not get credit for your hours.

BASIS FOR GRADING

Library Tour 25%

Portfolio 25%

(3 items)

Final Exam 25%

(70% or better)

48 Total Hours 25%

100%

**YOU MUST SCORE 70% or above to earn Credit**

Note: If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation Act please contact your instructor as soon as possible.

Please contact us with any questions

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