Course Outline

COURSE: CSIS 3  DIVISION: 50  ALSO LISTED AS: LIB 3

TERM EFFECTIVE: Fall 2018  CURRICULUM APPROVAL DATE: 03/12/2018

SHORT TITLE: RESEARCH SKILLS
LONG TITLE: Research Skills

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>18</td>
<td>Lecture: 2</td>
<td>Lecture: 36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab: 0</td>
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<td></td>
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<td>Other: 0</td>
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<td>Total: 2</td>
<td>Total: 36</td>
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COURSE DESCRIPTION:

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as LIB 3. This course has the option of a letter grade or pass/no pass.

ADVISORY: Eligible for English 250 and 260.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion
05 - Hybrid
72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Apply search strategies and evaluation techniques to locate sources
   Measure of assessment: Quizzes, online exercises, final project
2. Examine and compare information from various sources in order to evaluate timeliness, relevance, authority, purpose, and bias.
Measure of assessment: Online exercises, quiz, final project, online forums.

3. Differentiate types of sources cited and apply correct elements of a citation for a wide range of resources
Measure of assessment: Online exercises, forum posts, quiz, final project.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 03/12/2018

4 Hours
Introduction to the course, maneuvering around the class website, downloading and installing necessary software plug-ins. Objectives: students will be able to navigate the class website in particular and the Internet in general. They will be able to
download and install any
plug-ins they will need to access the materials of the class. Students will learn the characteristics of a successful online student. They will be able to
identify the different parts of the Internet address.


5 Hours
at Gavilan College,
Hartnell College, Monterey Peninsular College and CSUMB, public libraries in Gilroy and Hollister, and the library at SJSU. Writing citations for
books. Objectives: Students will be able to search for
and locate scholarly articles using subscription databases and library OPACs. Out of Class Assignments: Completed assignments require use of subscription databases and library OPACs.

5 Hours
Searching for business information.
Internet hoaxes, scams and other misleading information. Writing a citation and submitting it as an RTF file. Subject directories on the Internet. Library of Congress Memory Project.
Difference between primary and secondary sources. Evaluating websites. Writing citations. Objectives: Students will become proficient in identifying Internet hoaxes scams and other
misleading information. Students will be able to write citations and submit them as Rich Text Format (RTF) files. Out of Class Assignments: Completed assignments require sending worksheet to instructor as an RTF file.

4.5 Hours
Out of Class Assignments:
Searching for images and uploading an image onto the class webpage.

4 Hours
Searching limited access databases. More detail and searching on the Gavilan library website. Searching and evaluating local history information. Evaluating more websites. Objectives: Students will become proficient in searching limited access databases. Out of Class Assignments: Completed assignments require searching and evaluating local history information. Commence work on Bibliography Project.

4 Hours
Traditional printed materials. Searching for and locating relevant information in printed library materials. Objectives: Students will be proficient in locating and using printed library materials such as encyclopedias, dictionaries and almanacs. Out of Class Assignments: Locating specific material in library print sources. Continue work on Bibliography Project.

4 Hours
Introduction to new technologies such as wikis, blogs and tag files. Objectives: Students will understand how technologies keep changing and adding more layers to information searches. They will be able to differentiate between sources of information, primary verses secondary sources, and the reliability of both. Out of Class Assignments: Completed assignments require knowledge of the different types of newer technologies and what type of information is available through these compared to more traditional databases. Continue work on Bibliography Project.

4 Hours
Review of all sources and formats. Bibliography Project due. Final Exam due. Objectives: Students will review all sources and formats from the class.

METHODS OF INSTRUCTION:
Lectures, visual demonstrations, in-class practices, group work, individual research project, worksheets, and final examination.
OUT OF CLASS ASSIGNMENTS:
Required Outside Hours:
Assignment Description: Out of Class Assignments: Complete course Bibliography Project and Final Exam.

METHODS OF EVALUATION:
Writing assignments
Percent of total grade: 40.00 %
40% - 70% Written homework; Reading reports; Lab reports; Essay exams
Problem-solving assignments
Percent of total grade: 15.00 %
15% - 30% Homework problems; Lab reports; Quizzes; Exams
Skill demonstrations
Percent of total grade: 15.00 %
15% - 30% Class performance; Performance exams
Objective examinations
Percent of total grade: 15.00 %
15% - 30% Multiple choice; True/false; Matching items; Completion

REPRESENTATIVE TEXTBOOKS:

n/a

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
Transferable CSU, effective 200730
UC TRANSFER:
Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: CSIS
CSU Crosswalk Course Number: 3
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: D

4/10/2018
Maximum Hours: 
Minimum Hours: 
Course Control Number: CCC000166988 
Sports/Physical Education Course: N 
Taxonomy of Program: 051400