



## ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

## PREREQUISITES:

## COREQUISITES:

## STUDENT LEARNING OUTCOMES:

1. Recognize and discuss how information is organized and its related terminology.

ILO: 3,2,1,4,6,7

Measure: Performance, assignments

2. Identify various types and formats of information resources.

ILO: 3,2,1,7

Measure: Performance, assignments

3. Demonstrate use of library and Internet resources, general and specialized.

ILO: 3,2,1,6

Measure: Performance, assignments

4. Identify key concepts and formulate questions on information needed.

ILO: 3,2,1,6

Measure: Performance, assignments

5. Access and locate needed information effectively using appropriate keywords and search strategies.

ILO: 3.2.1.6.7

Measure: Performance, assignments

6. Compare and evaluate various information resources in different formats.

ILO: 3,2,1,4,6,7

Measure: Performance, assignments

## TOPICS AND SCOPE:

Inactive Course: 12/08/2008

## WEEK HOURS CONTENT:

1 1 Introduction to the structure of information.

Information competency skills will be explained.

Students will learn the terminology used to identify and describe parts of a book: author, title, subject, call number, publisher, and publication date.

Performance Objectives: Students will understand the terminology used to identify specific books.

Out of class assignments: Given the parts of a book and the format used to write a citation, students will attempt to write citations in standard MLA format.

1 Introduction to reading and interpreting a book citation. Students will learn the elements of a citation. Students will practice writing citations.

Performance Objectives: Student will understand the

elements of a book citation and recognize each element as a specific part of the book.

Out of class assignments: Given a short list of books with citation information, students will rearrange information into standard MLA format.

1 Introduction to the online book catalog at Gavilan.

Students will practice locating books using citations and the online catalog.

Performance Objectives: Given the author or title of a book, students will be able to find a book in the Gavilan College library collection, and translate the call number into an actual location on the shelves.

Out of class assignments: Begin annotated bibliography by finding books on a particular subject, writing MLA citations and short summaries.

2 1-3 Overview of the Gavilan Library reference collection, including general and specialized encyclopedias, atlases, almanacs and dictionaries.

Performance Objectives: Students will understand the difference between the reference and the circulating collections, and learn when it is appropriate to use each collection. Students will be able to write citations for an encyclopedia article, plus locate a specific article if given the citation.

Out of class assignments: Add to annotated bibliography project with a reference article on the project subject.

3 1 More work with the online catalog. Introducing the different locations in the library collection: general circulating, reference, oversized, mezzanine.

Performance Objectives: Students will understand how the books in the Gavilan Library are organized.

Out of class assignments: Using the online catalog and their new understanding of the different areas of the library, students will locate and check out a book.

2-3 Introduction to information in magazine form. Terminology used to identify a magazine article: author, title, journal title, date, page numbers, subject headings.

Performance Objectives: students will understand how information is presented in magazine format: MLA citation pieces, differences between popular magazine articles and professional journal articles.

Out of class assignments: students will practice writing MLA citations for periodical articles.

4 1-3 Periodical articles continued. How to locate articles on specific topics, how to locate specific magazines.

Performance Objectives: students will understand how to use the Magazine List to locate periodicals in different formats, (paper, electronic, microfilm). They will practice using EBSCOhost to search for articles on specific topics. They will learn to interpret result lists, and recognize the various elements in a citation for an article.

Out of class assignment: Continue annotated bibliography project. Students will add citations and summaries for periodical articles.

5 1-3 Introduction to the World Wide Web. Elements of a WWW citation and difficulties in finding these elements.

Criteria used in evaluating website information, simple searches using search engines and subject directories.

Performance Objectives: students will understand the difficulties in evaluating website information, determining authors and currency, finding elements for a website citation.

Out of class assignment: Students will continue work on their annotated bibliography, adding citations and summaries for websites.

6 1-2 Limited Access Databases. Introduction to the various subscription databases held by the Gavilan Library.

California statistics through Rand California, country information through CountryWatch, artwork and artist profiles through the Grove Dictionary of Art, etc.

Performance Objectives: students will understand the difference between free Internet websites and limited access databases that require subscriptions.

Out of class assignments: Students will add to their annotated bibliographies information sources from the various databases covered.

6 3 Final Exam, annotated bibliography due.

Included in Content Section of Course Outline.

#### METHODS OF INSTRUCTION:

Lectures, demonstrations

#### METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Term papers

The problem-solving assignments required:

Homework problems

Quizzes

Exams

The types of skill demonstrations required:

Class performance

Performance exams

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other: Writing citations, annotated bibliography

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 30% - 40%

Problem-solving demonstrations: 20% - 30%

Skill demonstrations: 20% - 30%

Objective examinations: 20% - 30%

Other methods of evaluation: 0% - 0%

#### REPRESENTATIVE TEXTBOOKS:

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: B

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000121890

Sports/Physical Education Course: N

Taxonomy of Program: 070100