

**Course Outline**

COURSE: LIB 3                      DIVISION: 10                      ALSO LISTED AS: CSIS 3

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

SHORT TITLE: RESEARCH SKILLS

LONG TITLE: Research Skills

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
2	18	Lecture:	2	Lecture:	36
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	2	Total:	36

**COURSE DESCRIPTION:**

Research and evaluation skills using the Internet and other electronic resources, as well as traditional printed materials. Also listed as CSIS 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

Year assessed, or planned year of assessment: 2018

Semester: Spring

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.

Year assessed, or planned year of assessment: 2018

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.

Year assessed, or planned year of assessment: 2018

## **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.

**Out of Class Assignments:** Pretest. Completed worksheets require the use of Adobe Acrobat Reader and other plug-ins. Review of browser mechanics, review of URLs. Search tools: Boolean connectors, phrase searching, truncation.

5 Hours

Internet jargon review. Search tools review. Proquest for magazine articles. Scholarly vs. popular journals. Field searching in book catalogs. Online Public Access Catalog (OPAC) at Gavilan College,

Hartnell College, Monterey Peninsula 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

Evaluating websites. Examining URLs, finding links to your sites. More on search engines. Searching for images. Copyright laws. Sharing images. Objectives: Students will become proficient using search engines and locating images on the Internet.

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 versus 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: LIB

CSU Crosswalk Course Number: 3

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: CCC000263286

Sports/Physical Education Course: N

Taxonomy of Program: 160100