GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

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

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 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

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 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

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000166988

Sports/Physical Education Course: N

Taxonomy of Program: 051400