

Course Outline of Record

1. Course Code: LIS-001
2.
 - a. Long Course Title: An Introduction To Basic Research Skills
 - b. Short Course Title: INTRO TO RESEARCH
3.
 - a. Catalog Course Description:

This course presents an introduction to the basic concepts and tools used in information research. Emphasis is placed on how to develop a research topic and how to locate, evaluate, use and cite relevant information. Students learn to develop strategies for finding relevant research information in print (such as reference books, indexes and monographs) and electronic resources including catalogs, databases and the web.
 - b. Class Schedule Course Description:

Introduction to the basic concepts and tools used for finding information for research projects. Students learn to develop a research topic and find, evaluate and use a variety of information sources.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - COD General Education
 - COMPUTER INFORMATION SYSTEMS
4. Total Units: 2.00 Total Semester Hrs: 36.00
 Lecture Units: 2 Semester Lecture Hrs: 36.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 26 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:

Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)

 Advisory: RDG 051 and
 Advisory: CIS 005
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. J. Fernald (2015). An Introduction to Basic Research Skills (Rev./e). Palm Springs J. Fernald.
 College Level: Yes
 Flesch-Kincaid reading level: 12
7. Entrance Skills: *Before entering the course students must be able:*
 - a. Read and comprehend instructions and information at a 8th grade level;
 - RDG 051 - Demonstrate understanding of main idea, details, relationships, and patterns of organization in expository writing.
 - RDG 051 - Demonstrate an ability to analyze and respond critically to expository writing
 - RDG 051 - Demonstrate and awareness of the various textbook formats and writing styles.
 - b. Use a computer to write research papers and to access information on the internet.
 - CIS 005 - Apply MLA standards to properly format an essay or research paper.
 - CIS 005 - Create basic Word documents and Power Point presentations.
 - CIS 005 - Demonstrate the ability to save and retrieve documents on a variety of appropriate storage devices
 - CIS 005 - Demonstrate keyboard skills at a minimum of 25 wpm
 - CIS 005 - Understand basic networking concepts.
 - CIS 005 - Understand emails basics, security and etiquette.
 - CIS 005 - Understand computer and internet security and ethical issues and challenges.
 - CIS 005 - Understand basic system and application software programs and concepts.

8. Course Content and Scope:

Lecture:

1. "The Information Cycle."
2. What types of libraries are there and how are they organized?
3. What types of library collections are there and how do circulation policies relate to these?
4. What types of formats are represented by library materials?
5. How to cite to a variety of information formats.
6. What types of online resources are there and what are their advantages and disadvantages?
7. What are library classifications and how are they used?
8. What are the functions of call numbers?
9. What types of library-specific databases are there?
10. Overview of vocabulary used for database searching and document retrieval.
11. What are Boolean operators and truncation devices and how do they work?
12. What is the research process?
13. What is the Reference collection in the library and how is it used?
14. What is the difference between "Subject" and "Keyword" searches?
15. What are copyright and plagiarism and why should we care?
16. Why and how do we use Reference materials and how do we cite to them?
17. How to find information in periodicals, both print and online.
18. How to cite to information taken from periodical articles.
19. How to find relevant information on the Web.
20. What is the terminology related to searching the Web?
21. How to cite information taken from the Web.
22. How to evaluate the quality of information provided by the Web.
23. What are specialized reference resources and how are they used?

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

1.
Identify when information to support a research issue is necessary.
2.
Identify print materials in the library which are relevant to the research needs.
3.
Describe the difference between databases and other sources of electronic information.
4.
Access relevant information from various subscription databases.
5.
Evaluate the quality and relevance of electronic information available on the web.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Identify types of libraries;
- b. Identify library classifications systems;
- c. Describe how information is organized in libraries and how to access it;
- d. Use library catalogs effectively;
- e. Identify the different areas of the library's collection and the type of information contained therein;
- f. Identify circulation policies and procedures for all library materials;
- g. Understand the differences between the various types of electronic information;
- h. Design a basic research strategy;

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- i. Identify the concepts and tools needed to support a basic research project;
- j. Develop effective search strategies for locating a variety of relevant electronic information;
- k. Evaluate the quality of information available from the internet;
- l. Locate and use appropriate citation format for citing to a variety of information resources.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Activity
- b. Collaborative/Team
- c. Demonstration, Repetition/Practice
- d. Discussion
- e. Distance Education
- f. Lecture
- g. Observation
- h. Participation
- i. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 36.00

Outside Class Hours: 72.00

a. In-class Assignments

1. Finding relevant library materials in the library collection;
2. Interpret bibliographic information including collection location, author, title, publisher, date and place of publication, etc.;
3. Create controlled vocabulary to design search strategies;
4. Evaluate a variety of internet information resources;
5. Locate relevant periodical information in online databases;
6. Locate historical information using online databases;

b. Out-of-class Assignments

1. Using Blackboard for LIS-001;
2. The Information Cycle;
3. Types of libraries;
4. In the library;
5. Using the library electronic catalog;
6. Identifying the collections within the library;
7. Locating and using different library material formats;
8. Using electronic books;
9. Organization of information;
10. Common search concepts;
11. Online searching vocabulary;
12. Selecting manageable research topics;
13. Types of research information;
14. Research strategies.
15. Plagiarism and documentation;
16. Advanced citation formats;
17. Reference works;
18. Evaluating reference sources;
19. Search engines and web searching;
20. Evaluating information from the Web;
21. Websites, domains, and MLA;
22. Web-based information.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
Written assignments; Returning all assignments and projects to the instructor in a timely manner.
- Critiques
- Field/physical activity observations
- Presentations/student demonstration observations
- Group activity participation/observation
- Self/peer assessment and portfolio evaluation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Student preparation
- Behavior assessment

14. Methods of Evaluating: Additional Assesment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-GE C4.b - Language & Rationality (Communication & Analytical Thinking)

Raise questions and problems, formulating them clearly and precisely.

Gather, assess, and interpret relevant information.

Compare and contrast ideas from conclusions and solutions based on relevant criteria and standards

Recognize and assess assumptions, implications, and practical consequences of alternative systems of thought.

Express solutions to complex problems using language and logic.

Apply logical and critical thinking to solve problems; explain conclusions; and evaluate, support, or critique the thinking of others.

IO - Personal and Professional Development

Demonstrate an understanding of ethical issues to make sound judgments and decisions.

IO - Critical Thinking and Communication

Apply principles of logic to problem solve and reason with a fair and open mind.

Apply standard conventions in grammar, mechanics, usage and punctuation.

Appreciate diversity as it is expressed in multiple disciplines and across various cultures through reading, speaking and writing.

Conduct research, gather and evaluate appropriate information, organize evidence into oral and written presentation, using proper MLA, APA, and other discipline-specific formats to cite sources.

Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.

Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

Students will be required to have access to an internet-accessible computer.
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18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Periodic review. Change unit distribution from 2 units (1 Lecture + 1 Lab) to 2 units (2 Lecture, 0 Lab).

20. a. Cross-Listed Course (*Enter Course Code*): N/A
b. Replacement Course (*Enter original Course Code*): N/A

21. Grading Method (*choose one*): Pass/No Pass Optional

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000517135
b. T.O.P. Code [CB03]: 160100.00 - Library Science, General
c. Credit Status [CB04]: D - Credit - Degree Applicable
d. Course Transfer Status [CB05]: A = Transfer to UC, CSU
e. Basic Skills Status [CB08]: 2N = Not basic skills course
f. Vocational Status [CB09]: Not Occupational
g. Course Classification [CB11]: Y - Credit Course
h. Special Class Status [CB13]: N - Not Special
i. Course CAN Code [CB14]: N/A
j. Course Prior to College Level [CB21]: Y = Not Applicable
k. Course Noncredit Category [CB22]: Y - Not Applicable
l. Funding Agency Category [CB23]: Y = Not Applicable
m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): COD General Education,COMPUTER INFORMATION SYSTEMS

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 20
Third Year: 26

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Jonathan Fernald Origination Date 05/06/15