

Approval Dates: _____
Division _____
CRC _____
Board of Trustees _____

**MISSION COLLEGE
ASSOCIATE and NON-ASSOCIATE DEGREE
CREDIT COURSE OUTLINE**

SECTION ONE - Course Specific Information

I. **Type of Credit Course** Degree Applicable Non-degree Applicable

II. **Course Number:** LIB 010 **Course Title:** Basic Information **Competency**

III. General Information:

1 **Total Units** (Based on 18 hours per Semester for 1 lecture unit and 54 hours per semester for 1 lab unit)

1 Lecture Units: 1 Lecture hrs. per wk.

 Laboratory Units: Scheduled lab hrs. per wk. By arrangement
lab hrs. per wk.

Other Contact Hours:

 Distance Learning (DL addendum attached) Y N

IV. Size of Class:

35 Maximum Class Size 25 Optimal Class Size

V. Grade Type:

 Grade only Credit/No Credit Only Grade with Credit/
No Credit Option

VI. Repeatability:

This courses may be taken a total of (1, 2, or 3) times.

VII. Recommended for Credit By Examination

 Yes No

VIII. Catalog Course Description This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing, and presenting information and the legal and ethical aspects of research. Students will be introduced to a variety of informational resources including print, media, electronic formats and the World Wide Web.

- IX. Description for the Schedule of Classes** This course will introduce students to the nature of research and role of the library in research. Students will be introduced to a wide variety of informational resources and will learn to find, analyze, organize and present information and will learn about the legal and ethical aspects of research.

X. Content Review :

List any prerequisites, corequisites, and advisories here and attach a completed Content Review form to this outline (required of all courses by Title 5).

PREREQUISITES:

COREQUISITES:

ADVISORIES: Eligibility for ENGL 108A and READ 053

SECTION TWO - Course Content

I. Course Content and Scope

A. Student Course Objectives

Upon completion of this course, the student will be able to:

1. Demonstrate effective research skills.
2. Recognize the need for information.
3. Formulate appropriate questions based on informational needs.
4. Identify appropriate information sources for specific information needs.
5. Use the available information tools to locate and retrieve relevant information.
6. Critically evaluate the source, quality and relevancy of information.
7. Synthesize and integrate new and existing information.
8. Identify the ethical, legal and socio-political issues surrounding information and information technology including plagiarism.
9. Demonstrate the ability to cite sources in order to properly credit sources and locate needed information.

B. Outline of Topics to be Addressed

I. Information Competency

1. Definition of information competency and explanation of course
2. Organization of information resources
3. Recognizing information needs
4. Defining and restating the research topic
5. Restating the topic into question format utilizing who, what, when, where, why and how
6. Learning to narrow or broaden the topic
7. Determining the amount of information required
8. Determining the type of sources required for the specific purpose

- II. Using a variety of formats for finding and locating information
 - A. Library catalogs
 - 1. Catalog records
 - 2. Search techniques
 - 3. Classification schemes
 - a. Library of Congress classification system
 - b. Dewey decimal system
 - B. Books
 - 1. Reference books
 - a. Types of reference books
 - b. How to use reference books
 - 2. Circulating books
 - 3. Evaluating books
 - C. Periodicals
 - 1. Types of periodicals
 - 2. Format
 - 3. Indexes and indexing
 - 4. Evaluating periodicals
 - D. Media
 - 1. Types of media resources
 - 2. Evaluating media resources
 - E. Databases
 - 1. Overview of databases
 - 2. Search techniques
 - 3. Advanced search techniques
 - 4. Features common to most citations
 - 5. Evaluating databases
 - F. Internet
 - 1. History
 - 2. Domain system and URLs
 - 3. Identifying types of web resources
 - 4. Search tools
 - a. Directories
 - b. Search engines
 - c. Other types of search tools
 - 5. Evaluating web resources
- III. Review of evaluating information resources in all formats
- IV. Ethical and legal implications of using research
 - A. Copyright
 - B. Plagiarism
 - C. Citing sources
- V. Presenting information
 - A. Research papers
 - B. Speeches and debates
 - C. Methods of presenting data

C. Cultural Pluralism/Diversity

Students will use a wide variety of informational resources in this course. The available resources are international in scope and represent many cultures, ethnic groups and nationalities.

II. Student Preparation and Evaluation

A. Textbooks and Readings

1. Textbooks

example:

Quaratiello, Arlene Rodda. The College Student's Research Companion. Second edition. New York: Neal-Schuman Publishers, Inc., 2000.

2. Readings/Other

Students will be using of a variety of reference tools, books, magazines and web sites.

B. Writing Assignments

Demonstration of ability to use symbol systems or demonstration of ability to apply skills learned in the course.

Examples

1. Write a short paper about one database identifying the informational needs met by this resource.
2. Write a short comparison of the results of a search employing two different databases used to find information on the same topic.
3. Compile a "Works Cited" or bibliography using a variety of references.

C. Outside Assignments

D. Critical Thinking Assignments

1. Compare the effectiveness of different search engines to locate information on the same topic.
2. Compare the effectiveness of different databases to locate information on a similar topic.
3. Evaluate the strengths and appropriate use of a database.
4. Evaluate a variety of information resources using a set of criteria.

E. Student Evaluation

Written tests and quizzes

Class participation

Successful completion of assignments and exercises

SECTION THREE - Course Support

I. Rationale for Course/Needs Assessment

Information Competency is a proposed graduation requirement under Title V. This course satisfies the proposed requirement for all associate degrees. Many four year colleges and universities require information competency for graduation and this course will satisfy that requirement. Students need to master information competency skills to function as in a complex society with rapidly changing information.

II. Discipline Area

(List all acceptable disciplines from state discipline list in Appendix K)

Library Science

III. Resources Needed or Anticipated

The Library has adequate resources for this course. No additional resources are anticipated.

IV. Plan for Evaluation of Course

The course will be evaluated by the department librarians on alternate years. The Instruction Librarian will prepare background information including enrollment, completion, student evaluations and instructor comments. The course will also be evaluated during Program Review.

SECTION FOUR - Transferability and Classification

I. Request for Transferability

California State University (Baccalaureate level) Yes No

University of California (To be submitted to U.C.) Yes No

II. Classification of Course for Major and/or General Education

A. Are you requesting that this course be added to the requirements for a major?

Yes (Submit "Addition of Course to Major" form with this) No

If yes, list name of major: _____

B. Are you requesting that this course satisfy a General Education requirement?

Yes (Submit "Addition of Course to General Educ. List" with this) No

If yes, list the General Education category and specify for which systems:

Lifelong Learning

- (1) Associate Degree
- (2) Transferable - University of California
- (3) Transferable - California State University
- (4) IGETC Breadth

See "Other Curriculum Forms and Changes" section of this Curriculum Manual for copies of the forms mentioned above.

PREPARED BY: _____ **DATE** _____
(Proposer of course will sign and date)

CURRICULUM COMMITTEE DIVISION REPRESENTATIVE _____ **DATE** _____

THIS OUTLINE MUST BE SUBMITTED WITH APPROPRIATE SIGNATURE FORMS AND CONTENT REVIEW FORMS.

NEW COURSE
Signature Form
for
Associate & Non-Associate Degree Courses

Course Number <u> 10 </u>	Dept. <u>Library</u>
Course Title <u>Basic Information Competency</u>	Number of Units <u> 1 </u>
Proposer's Name <u>Judie Smith</u>	Date: _____

PRIOR TO ANY CRC ACTION

1. Proposer certifies that this proposed new course has been discussed and approved by the faculty of the _ (department).

Dept. Chair _____ Date: _____

CRC Representative _____ Date: _____

2. The Division Chair certifies that this proposed new course has been reviewed within the DC Council meeting for overlap, conflict and resource support.

Division Chair: _____ Date _____

PRIOR TO FINAL CRC APPROVAL

3. Proposer certifies that the Library or the Computer Lab has received a copy of this proposed new course.

Proposer _____ Date: _____

4. Articulation Officer certifies that this proposed new course has been reviewed for consistency. This proposal meets the requirements for transferability and/or the degree requirements as proposed on the course outlines.

Articulation Officer _____ Date: _____

5. Proposer certifies that this proposed new program/certificate has been articulated with _____ department(s) at both Mission & West Valley Colleges for numbering sequence, course content, title and unit value.

Proposer _____ Date: _____

6. The CRC Chair certifies that the Curriculum Review Committee and the Content Review Committee have reviewed this proposed new course and that it complies with Mission College goals and with College/District/State requirements and procedures.

CRC Chair: _____ Date: _____

7. The Office of Instruction certifies that the proposed new course meets the requirements of the Mission College curriculum process.

CIO: _____ Date: _____

8. The Academic Senate President has reviewed the proposed new course.

Academic Senate Chair: _____ Date: _____

9. The President reviews and approves the proposed new course.

President, Mission College: _____ Date: _____

10. The CIO forwards approved proposal to the District Chancellor for signature.

Chancellor: _____ Date: _____