MERRITT COLLEGE COURSE OUTLINE

COLLEGE:	MERRITT COLLEGE	**STATE APPROVAL DATE:**	
ORIGINATOR:	Nghiem Thai	**STATE CONTROL NUMBER:**	CCC000363052
		BOARD OF TRUSTEES APPROVAL DATE:	
		CURRICULUM COMMITTEE APPROVAL DATE:	02/28/2019
		CURRENT EFFECTIVE DATE:	06/01/2019

DIVISION/DEPARTMENT: Merritt - Division I / M - Library

1. **REQUESTED CREDIT CLASSIFICATION:**

   D - Credit - Degree Applicable
   N - Not Basic Skills
   1 - Program Applicable

2. **DEPT/COURSE NO:**   3.   **COURSE TITLE:**

   LIS 085   Introduction to Information Resources

4. **COURSE:** MC Course   **TOP NO.** 169900 - Other Library Science
   Modification

5. **UNITS:** 2.000   **HRS/WK LEC:** 2.00 **Total:** 35.00
                             HRS/WK LAB:

6. **NO. OF TIMES OFFERED AS SELETED TOPIC:**   **AVERAGE ENROLLMENT:**

7. **JUSTIFICATION FOR COURSE:**

   LIS 085 is designed to support students in acquiring information literacy competency, one of Merritt's institutional learning outcomes. It fulfills the computer literacy requirement in Area 4c of the local AA/AS general education pattern (Area 4c) and Area E of the CSU GE-Breadth pattern. In addition, it is transferable to both CSU and UC.

8. **COURSE/CATALOG DESCRIPTION**

   Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic, find, locate, evaluate and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases and the Internet.

9. **OTHER CATALOG INFORMATION**

   a. Modular: No   If yes, how many modules:
   b. Open entry/open exit: No
   c. Grading Policy: Both Letter Grade or Pass/No Pass
   d. Eligible for credit by Exam: No
   e. Repeatable according to state guidelines: No
   f. Required for degree/certificate (specify):
          Liberal Arts: CSU GE-Breadth
   g. Meets GE/Transfer requirements (specify):
          AA/AS area 4c CSU area E
   h. C-ID Number: Expiration Date:

   i. Are there prerequisites/corequisites/recommended preparation for this course? Yes
       Date of last prereq/coreq validation: 02/13/2019
   j. Acceptable for Credit: CSU/UC

10. **LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS):** (Objectives must define the exit skills

required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace needs, SCANS competencies, all aspects of the industry, etc.)(See SCANS/All Aspects of Industry Worksheet.)

Students will be able to:

1. Identify a problem, issue, or search question of appropriate scope and nature relative to the assignment.
2. Identify potential sources and types of information tools based on the scope and type of information needed.
3. Develop successful search strategies appropriate for specific tools.
4. Locate, evaluate and present information that fulfills the identified information need.
5. Identify and describe ethical and legal issues that affect information and documentation.
6. Apply a general understanding of information literacy skills.

11A. COURSE CONTENT: List major topics to be covered. This section must be more than listing chapter headings from a textbook. Outline the course content, including essential topics, major subdivisions, and supporting details. It should include enough information so that a faculty member from any institution will have a clear understanding of the material taught in the course and the approximate length of time devoted to each. There should be congruence among the catalog description, lecture and/or lab content, student performance objectives, and the student learning outcomes. List percent of time spent on each topic; ensure percentages total 100%.

LECTURE CONTENT:

Research Process (10%)

- Overview of the research process
- Selecting, developing, and refining a research topic

Information Resources (25%)

- Library resources
    - Tools: Catalog, discovery platform, and online guides
    - Materials: Books, ebooks, databases, multimedia, and periodicals
- Web resources
- Types of sources
    - Primary, secondary, and tertiary sources
    - Academic/scholarly sources (including peer-reviewed sources)

Finding Sources (25%)

- Developing a search strategy
- Using search techniques
    - Operators: Boolean, phrase, subject headings, truncation, wildcards
    - Expanders and limiters

Evaluating Sources (20%)

- Evaluating popular and scholarly sources
- Evaluating websites

Using and Citing Sources (20%)

- Citation styles
- Annotated bibliography or similar evaluative or descriptive assignment

11B. LAB CONTENT:
   n/a

12. METHODS OF INSTRUCTION (List methods used to present course content.)

   1. Discussion
   2. Distance Education
   3. Lecture
   4. Projects
   5. Threaded Discussions
   6. Other (Specify)

   Other Methods:
   Demonstration of research strategies, Research using print and electronic resources, Group work, Student presentations, Online tutorials, course website, and online course management software (Moodle), Audiovisual materials, Online readings and quizzes, Online forum and email, Office hours, Research worksheets

13. ASSIGNMENTS: 4.00 hours/week (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.)

   Out-of-class Assignments:
   1. Written evaluations of books, articles and websites. 2. Cooperative research assignments. 3. Weekly worksheets on applying research methods. 4. Group work analyzing resources. 5. Weekly readings and quizzes. 6. Written final project consisting of an evaluative annotated bibliography. 7. Oral presentation of final project.

   ASSIGNMENTS ARE: (See definition of college level):
   Primarily College Level

14. STUDENT ASSESSMENT: (Grades are based on):
   ESSAY (Includes "blue book" exams and any written assignment of sufficient length and complexity to require students to select and organize ideas, to explain and support the ideas, and to demonstrate critical thinking skills.)
   NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.)
   SKILL DEMONSTRATION
   MULTIPLE CHOICE
   OTHER (Describe):
   　　Written evaluations, research assignments, worksheets, group work, final project and oral presentation of project, final exam.

15. TEXTS, READINGS, AND MATERIALS

   A. Textbooks:

   　　American Psychological Association. *Publication Manual of the American Psychological Association.* 6th American Psychological Association, 2010.
   　　Rationale: Most recent edition of this standard manual

   　　Hacker, Diane. *A Writer's Reference.* 9th Bedford/St. Martin's, 2017.

   　　Modern Language Association. *MLA Handbook.* 8th Modern Language Association, 2016.

   　　*Date is required: Transfer institutions require current publication date(s) within 5 years of outline addition/update.

   B. Additional Resources:

   　　Library/LRC Materials and Services:

The instructor, in consultation with a librarian, has reviewed the materials and services of the College Library/LRC in the subject areas related to the proposed new course

Are print materials adequate?   Yes

Are nonprint materials adequate?   No

Are electronic/online resources available?   Yes

Are services adequate?   Yes

Specific materials and/or services needed have been identified and discussed. Librarian comments: The library provides sufficient information resources in both print and electronic format to support this course. A librarian is available in person at the reference desk or online via chat to assist students whenever the library is open.

C. Readings listed in A and B above are: (See definition of college level):

Primarily college level

16. **DESIGNATE OCCUPATIONAL CODE:**
E - Non-Occupational

17. **LEVEL BELOW TRANSFER:**
Y - Not applicable

18. **CALIFORNIA CLASSIFICATION CODE:**
Y - Credit Course

19. **NON CREDIT COURSE CATEGORY:**
Y - Not Applicable, Credit course

20. **FUNDING AGENCY CATEGORY:**
Y - Not Applicable (funding not used to develop course)

SUPPLEMENTAL PAGE

Use only if additional space is needed. (Type the item number which is to be continued, followed by "continued." Show the page number in the blank at the bottom of the page. If the item being continued is on page 2 of the outline, the first supplemental page will be "2a." If additional supplemental pages are required for page 2, they are to be numbered as 2b, 2c, etc.)

1a. Prerequisites/Corequisites/Recommended Preparation:

- **RECOMMENDED PREPARATION:**
  ENGL 201A: Preparation for Composition and Reading
  or

- **RECOMMENDED PREPARATION:**
  ENGL 264A: Preparation for Composition, Reading, and Research
  or

- **RECOMMENDED PREPARATION:**
  Appropriate placement through multiple measures assessment process
  and

- **RECOMMENDED PREPARATION:**
  BUS 219: Computer Literacy
  or

- **RECOMMENDED PREPARATION:**
  CIS 001: Introduction to Computer Information Systems
  or

- **RECOMMENDED PREPARATION:**
  CIS 200: Computer Concepts and Applications
  or

- **RECOMMENDED PREPARATION:**
  CIS 205: Computer Literacy

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STUDENT LEARNING OUTCOMES

1. **Outcome:** 1. State/develop a research problem question, or issue.
   Assessment: student project, written exercise

2. **Outcome:** 2. Determine, analyze and evaluate information needed to answer the research problem, question or issue.
   Assessment: student project, written exercise, skill demonstration, portfolio

3. **Outcome:** 3. Locate/retrieve information from an online catalog/databases/World Wide Web relevant to a research topic.
   Assessment: student project, written exercise, skill demonstration, portfolio

4. **Outcome:** 4. Apply documentation style to citation sources.
   Assessment: student project, written exercise, skill demonstration, portfolio