

CSA 109 Information Retrieval Skills
Summer '08 Term (Check Doane Schedule For Dates)

Doane College - Lincoln

Instructor: Robin Hadfield

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Course Description:

This course is an introduction to the electronic resources available to Doane students for academic research as well as an overview of the Internet for both personal and academic use. It includes techniques in computer use for retrieval of information and search strategies. *If you feel that you already know the above skills well, you should contact me (**BEFORE THE FIRST CLASS**) about testing out of this course.*

Course Objectives:

Upon completion of CSA 109, students will have an understanding and the skills to be able to:

- Search the internet efficiently and productively.
- Evaluate online information for timeliness, bias, relevance and reliability.
- Develop computer skills using the Internet to access indexes of information useful to a research paper or other academic work.
- Have a better understanding of the Internet and how it is comprised.

Attendance:

This is a 3 Week Course. Class meets for 3 sessions. BE SURE TO CHECK YOUR DOANE SCHEDULE as the dates are scheduled throughout the term. The dates are listed next to the course on your Doane Schedule. **Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session. An EXCUSED absense is one approved by the instructor before the start of the missed class, anything other than this is an unexcused absence. AN UNEXCUSED CLASS ABSENCE WILL RESULT IN FAILURE OF THE CLASS.**

Grades:

This is a "Pass-Fail" course for 1-hour credit. **A grade of "PASS" for CSA 109 is based on attendance to ALL OF EACH 3 class meetings and full, quality and timely completion of all required assignments &/or class projects.**

Prerequisite:

CSA 101 Intro to Word-processing. **All students must show competency in basic computer knowledge.**

Required Text:

You will receive the text for this course the first week of class.

Note To Students:

This class will take place in the PC Lab. **IT IS VERY IMPORTANT THAT YOU HAVE YOUR DOANE ID LOGON AND PASSWORD AND HAVE SUCCESSFULLY TRIED TO LOG IN BEFORE THE FIRST CLASS.** If you do not have this information, contact Shawn Soper (466-4774) in the Technology Department BEFORE THE FIRST CLASS.

Robin Hadfield's Classroom Rules:

If you must have a cell phone with you turn it off before entering the classroom. We will take breaks on the hour and you will be able to use/check your phone at that time.

Texting, IMing, MySpace, Facebook (or any other online social networking sites), Email, Cell Phone Games, Computer/Online Games and/or Tournaments, Homework from other courses and Children are NOT ALLOWED IN THE CLASSROOM. Please be respectful of this rule or you'll be asked to leave the class.

Attendance is EXPECTED & REQUIRED. This does not only refer to your physical body filling a seat (but that's a good start). You need to be AWAKE, AWARE, & ALERT during class time. Naps and socializing are to be done on your own time.

Class runs as follows, be sure your schedule allows for this before signing up for the course:

Night classes: 6PM – 10:30PM

We should be completed w/ in-class work no later than 9:30pm, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor.

Morning Classes: 8AM – 12:30AM

We should be completed w/ in-class work no later than 11:30am, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor.