CSA 109 Information Retrieval Skills --- Arranged Course (Online)
Doane College

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THERE IS A ONE TIME MANDATORY MEETING FOR THIS COURSE, check the schedule for the date. If you can’t make this meeting (or get permission from me to miss (& reschedule) PRIOR TO THE MEETING), don’t sign up for the course. YOU MUST MAKE THE MEETING.

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. It includes techniques in computer use for retrieval of information and search strategies.

This class will be taught as an arranged course using the Internet, Microsoft Word, & Email (to hand in assignments and correspond with instructor) as well as VIDEO (DVD) LECTURES. Your learning will be self-guided and on your own time. You will be given a packet with everything you need for this course, including the assignments & DVD lectures. Students must be able to send/receive email, type a paper in Microsoft Word, and have access to a DVD player in order to take this course. Students must be able to prioritize their time in order to make assignment deadlines, as all work is done on your own time.

Course Objectives:
Upon completion of CSA 109, students will have an understanding and the skills to be able to:
• Construct search query using appropriate syntax (a.k.a. “search on the internet”).
• Evaluate information for timeliness, bias, relevance and reliability.
• Develop computer skills using the Internet to access indexes of information for a research paper or other academic work.
• Have a better understanding of the Internet and how it is comprised.

Grades:
This is a course for 1-hour credit. NEW THIS TERM: LETTER GRADES WILL BE GIVEN FOR THIS COURSE. Your grade is based on FULL, QUALITY completion of all required assignments &/or class projects in a timely manner. ALL ASSIGNMENTS MUST BE TURNED IN BY THE DEADLINES GIVEN TO YOU AT THE BEGINNING OF THE COURSE.

Attendance:
Due to the nature of this class (being an arranged course), your attendance is determined by your meeting of all deadlines put forth.

Prerequisite:
CSA 101 Intro to Word-processing or equivalent. All students must show competency in basic computer knowledge.

Required Text:
None. Everything you need for this course will be given to you during the meeting. The book is free and yours to keep. The DVDs are “on loan” to you and will be turned back in at the end of the course.