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. This course is perfect for people who work well on their own and can learn thru video instruction.

In order to take this class you must have the following:
- Knowledge of basic internet use:
  - How to open a webpage. How to do a Google search. How to navigate around your browser.
  - Ability to log in and use your Doane email account, along with skills to attach files and email them.
  - Ability to type a paper in Microsoft Word.
  - Access to a DVD player
  - Ability to prioritize your 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 (properly search the internet).
- Evaluate information for timeliness, bias, relevance and reliability.
- Develop computer skills using the Internet to access indexes of information for academic work.
- Have a better understanding of the Internet, its history and how it is comprised.

Grades: This is a course for 1-hour credit. Letter grades are 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 in your packet. The DVDs must be watched and followed along with in their entirety. The DVDs are the course learning segment and need to be watched, you won’t be able to pass the course by skipping the DVDs.

Attendance: Due to the nature of this class your attendance is determined by meeting of all deadlines put forth.

Prerequisite: All students must show competency in basic computer knowledge. Please contact instructor before class if not at all experienced in using computers.

*** If not experienced in computers consider taking this as an on-campus course rather than an arranged course. ***

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 returned via mail at the end of the course.