**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.

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 (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. 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 in your packet.

**Attendance:**
Due to the nature of this class your attendance is determined by meeting of all deadlines put forth and attending the first class meeting. ***Attendance Is Taken At The Mandatory Meeting & Reported For Financial Aid Purposes!***

**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 turned back in at the end of the course.