CSA 109 Information Retrieval Skills --- LINCOLN CAMPUS COURSE
CLASS MEETS 3 TIMES ON THESE WEDNESDAYS: 2/10/15, 2/17/15, 2/24/15
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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 History 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 and attendance to ALL OF EACH 3 class meetings.

Attendance:
This is a 3 Week Course. CLASS MEETS 3 TIMES ON THESE WEDNESDAYS: 2/10/15, 2/17/15, 2/24/15. Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session. An EXCUSED absence 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.***

Prerequisite:
CSA 101 Intro to Word-processing.

Students must show competency in basic computer knowledge.

Required Text:
You will receive the free 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.
Very Important Information
For CSA 109 Students:

To ensure you have all the required skills needed to take this class, please read over this list carefully.

The prerequisite for this class requires competency in basic computer knowledge.

If you are uncomfortable with computers you’ll need to wait to take this course until you are able to operate a computer efficiently, as well as understand and follow along with basic computer skills.

The Intro To Computers class will aid you in picking up these skills if needed. If you don't feel comfortable please take Intro To Computers first, and then this course after you've completed Intro To Computers.

Skills required for this course include:

- Keyboard typing & detailed work with your mouse or trackpad.
- Managing multiple windows on your computer
- Checking, reading, and communicating through your DOANE email.
- Create & then attach files to email.
- Pulling up websites online as directed by both typing URLs in and following links as instructed.
- Able to access and stream online videos as directed.
- Use Word or Google Docs to be able to type papers.
- Understand basic internet and computer vocabulary so as to follow along with the lectures.
Robin Hadfield’s Classroom Rules:

All students **must** show competency in basic computer knowledge.

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, Email, Personal computer use &/or Games, 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.