KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

IC C075 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** IC C075

2. **COURSE TITLE:** Introduction to Library Research and Bibliography

3. **SHORT BANWEB TITLE:** Intro Library Research/Biblio

4. **COURSE AUTHOR:** Cornett, Julie N.

5. **COURSE SEATS:** -

6. **COURSE TERMS:** 70 = Fall; 30 = Spring; 50 = Summer

7. **CROSS-LISTED COURSES:**

8. **PROPOSAL TYPE:** CC Course Revision

9. **START TERM:** 70 = Fall, 2011

10. **C-ID:**

11. **CATALOG COURSE DESCRIPTION:** This course presents the fundamentals of the research process and documentation styles. The student is introduced to the organization of information in the library setting and access through the use of online catalogs. The use of the World Wide Web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism.

12. **GRADING METHOD**

> **Default:** S = Standard Letter Grade
>
> **Optional:** A = Audit; P = Pass/No Pass

13. **TOTAL UNITS:** 1

14. **INSTRUCTIONAL METHODS / UNITS & HOURS:**

Method	Min Units	Min Hours
Lecture	1	18
Lab	0	0
Activity	0	0
Open Entry/Open Exit	0	0
Volunteer Work Experience	0	0
Paid Work Experience	0	0
Non Standard	0	0

> **Non-Standard Hours Justification:**

15. **REPEATABILITY**

> **Type:** Non-Repeatable Credit

16. **MATERIALS FEE:** No

17. **CREDIT BY EXAM:** No

18. **CORE MISSION APPLICABILITY:** Associate Degree Applicable (AA/AS); Certificate of Achievement (COA); Career Technical Education (CTE)

19. **STAND-ALONE:** No

20. **PROGRAM APPLICABILITY**

> **Required:** General Education ()
> Vocational Nursing (AS Degree Program)
> Vocational Nursing Cert (Certificate of Achievement)
>
> **Elective:**

21. **GENERAL EDUCATION APPLICABILITY**

Local: CC GE Area V: Information Competency = Information Competency;

IGETC:

CSU:

UC Transfer Course:

CSU Transfer Course:

22. **STUDENT LEARNING OUTCOMES Upon completion of the course, the student will be able to**

1. List and explain the basic steps in the research process.

2. Clearly articulate quality of information needed to solve a research problem.

3. Write complete bibliographic citations using a standard citation format for sources relevant to the topic of a research question.

4. Evaluate the credibility of web sites by applying standard criteria.

5. Describe the basic legal and ethical issues of intellectual property such as copyright, fair use, and plagiarism.

23. **REQUISITES**

Advisory: Reading - 1 Level Prior to Transfer
Writing - 2 Levels Prior to Transfer

CSCI C070

Concurrent enrollment in ENGL C070 recommended.

24. **DETAILED TOPICAL OUTLINE:**
Lecture:
   A.   Research Process

   1.   Identifying and Developing a Topic
   2.   Identifying the Level of Specificity
   3.   Identifying the Type of Information Required
   B.   Documentation & Bibliographic Style
   1.   Formatting a Research Paper
   2.   Bibliographic Style for Books, Periodicals, and Electronic Resources
   3.   In-Text Citations
   4.   Organizing the List of Words Cited
   C.   Finding Background Information in Encyclopedias and Reference Sources
   D.   Using Library Catalogs to Find Books
   E.   Using Indexes to find Articles in Periodicals
   1.   Types of Periodicals
   2.   Types of Periodical Indexes and Databases
   3.   Searching for Full-text Articles
   F.   Using the Internet to Find Web Resources
   G.   Evaluation of Information
   1.   Evaluation Criteria
   2.   Applying Criteria to Different Information Sources

   H.   Legal and Ethical Issues of Intellectual Property
   1.   Fair Use
   2.   Copyright
   3.   Plagiarism

25. **METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

1. Audiovisual;

2. Discussion;

3. Group Work;

4. Lecture;

5. Library;

6. Outside reading;

7. Written work;

26. **OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**
> Identifying and Locating Sources of Information Preparation of Bibliographic Entries

27. **METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**
> Research Projects to reinforce material learned in class: developing research topics; retrieving information in a variety of formats; evaluating information; using information effectively; citations.
> Quizzes and Exams to evaluate student's information retrieval and competency skills.

28. **TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**

> **Textbooks** Modern Language Association of America. (2009) *MLA Handbook for Writers of Reference Papers*, 7th, Modern Language Association of America

> **Manuals**

> **Periodicals**

> **Software**

> **Other**

29. **METHOD OF DELIVERY:** Online (purely online no face-to-face contact) ;iTV – Interactive video = Face to face course with significant required activities in a distance modality ;Online with some required face-to-face meetings ("Hybrid");Face to face;

30. **MINIMUM QUALIFICATIONS:** Library Science (Masters Required);

31. **APPROVALS:**

> **Origination Date** 08/18/2010

> **Last Outline Revision** 03/11/2011

> **Curriculum Committee Approval** 03/11/2011

> **Board of Trustees** 04/14/2011

> **State Approval** 05/02/2011

> **UC Approval** **UC Approval Status**

> **CSU Approval** **CSU Approval Status**

> **IGETC Approval** **IGETC Approval Status**

> **CSU GE Approval** **CSU GE Approval Status**

Data Element Changes

Data Justification

Course Element Changes

Course Change Justification

Course ID (CB00) CCC000501569

TOP Code (CB03) 1501.00 - English;

Course Credit Status (CB04) D - Credit - Degree Applicable;

Course Transfer Status (CB05) C = Not Transferable

Course Units of Credit Maximum High (CB06): 1

Course Units of Credit Minimum Low (CB07): 1

Course Basic Skills (BS) Status (CB08): N = Course is not a basic skills course.

SAM Code (CB09): E = Non-Occupational;

Cooperative Education Course Status (CB10): Not part of Coop Work Exp;

Course Classification Code (CB11): Liberal Arts and Sciences;

Course Special Status (CB13): N - Not Special;

CAN Code (CB14):

CAN-Code Seq (CB15):

Course Prior to College Level (CB21): Not Applicable;

Course Non-Credit Category (CB22): Not Applicable, Credit Course;

Funding Agency Category (CB23): Not Applicable

Course Program Status (CB24): 1 - Program Applicable;

Cerro Coso Community College						
COURSE OUTLINE OF RECORD						
Form CN (Content Review Narrative)			**Date**	**4/23/2010**		Page 1 of 2
Discipline	**IC**		**Course No.**	**C075**	**Units**	**1.00**	
Course Title	Introduction to Library Research & Bibliography					
Non-Credit Category	Click here to choose Non-Credit Category.					

1. Entering Skills Expected of Students Coming Into the Course:

   1. Identify central points of articles in reference works, popular and scholarly periodical articles, and web pages.
   2. Distinguish the major and minor supporting information of readings.
   3. Recognize structure of essays and longer works by mapping, using outlining skills, and summarizing.
   4. Determine author's purpose and recognize tone.
   5. Distinguish fact from opinion and be able to draw inferences, especially from web pages.

2. Exit Skills/Competency Standards of the Proposed Requisite:

   Proposed Requisite: Reading Level 1
   Source of List: Reading Standards

   A. Identify central points, both explicit and implied, of longer essays, textbooks, and book-length works.
   B. Distinguish the major and minor supporting information of essays and longer works.
   C. Recognize structure of essays and longer works by mapping, using outlining skills, and summarizing.
   D. Determine author's purpose and recognize tone.
   E. Distinguish fact from opinion and be able to draw inferences.

Narrative:
   In IC C075, students are expected to read a variety of books, reference works, popular and scholarly periodical articles, and web pages necessary to complete a college-level research project. Students will learn to evaluate information sources, especially web pages, applying standard evaluative criteria of authority, content or coverage, accuracy, and currency. To evaluate information sources with competence, students will need to be able to identify the information source's central points, distinguish major and minor supporting information, distinguish fact from opinion, determine an author's purpose, and recognize the tone of an author's writing. Reading Level 1 skills prepare students to succeed in IC C075 by making sure they have the skills required to perform these tasks effectively.

3. Entering Skills Expected of Students Coming Into the Course:

   Write short, clear, and well organized annotations for bibliographic entries that include a statement about the appropriateness of the item to the subject being researched and that address the evaluative criteria of authority, content or coverage, accuracy, and currency.

4. Exit Skills/Competency Standards of the Proposed Requisite:

   Proposed Requisite: Writing Level 2
   Source of List: Writing Standards

   Write compositions of at least 500 words with clear organization, thesis, topic sentences, keywords, transitions, and sufficient, logical supporting details.

Narrative:
   In IC C075, students are expected to prepare annotations for bibliographic entries in MLA documentation style for books, periodical articles, reference works, and web pages. Annotations must be clearly organized and written in complete sentences. Writing Level 2 skills prepare students to succeed in IC C075 by making sure they have the skills to perform these tasks effectively.

Cerro Coso Community College					
COURSE OUTLINE OF RECORD					
Form CN (Content Review Narrative)			**Date**	**4/23/2010**	Page 2 of 2
Discipline	**IC**	**Course No.**	**C075**	**Units**	**1.00**	
Course Title		Introduction to Library Research & Bibliography			
Non-Credit Category		Click here to choose Non-Credit Category.			

5. Exit Skills/Competency Standards of the Proposed Requisite:

    Proposed Requisite: CSCI C070
    Source of List: Course Outline of Record

    Demonstrate fundamental knowledge of computer hardware and software functions to perform basic computing tasks including but not limited to startup, login, shutdown, and basic input and output procedures such as downloading, uploading, creating, naming, copying, and deleting files and folders.

Narrative:
    In IC C075, students are expected to possess fundamental computer literacy skills sufficient to access the World Wide Web and the course MOODLE for downloading and uploading course documents and assignments. CSCI C070 skills prepare students to succeed in IC C075 by ensuring they have computer competency skills necessary to perform these tasks effectively.

Delivery Methods & Distance Education

College: Cerro Coso College Discipline: Cerro Coso College Course Title: Introduction to Library Research and Bibliography Course Number C075

55202 - Course Quality Standards: "The same standards of course quality shall be applied to distance education as are applied to any portion of a course designed to be provided through distance education as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Section 55002 of this Part, and in regard to any local course quality determination or review process. Determination and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing w/section 53200) of chapter 2."

Delivery Method
Face to face
Online (purely online no face-to-face contact)
Online with some required face-to-face meetings ("Hybrid")
Online course with on ground testing
iTV – Interactive video = Face to face course with significant required activities in a distance modality
Other
-

Rigor
Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used? For instance, if labs, field trips or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

No different assignments or evaluations than in face-to-face courses.

Effective Instructor-Student Contact
Good practice requires both asynchronous and synchronous contact for effective contact. Check the methods expected of all instructors teaching the course.

Moodle:
Discussion Forums
Moodle Message
Other Contact:
Chat/Instant Messaging
E-mail
Face-to-face meeting(s)
Newsgroup/Discussion Board
Proctored Exam
Telephone
iTV - Interactive Video
Other (specify)

Software and Equipment
What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Computers with Internet access; iTV rooms, equipment, and support.

Accessibility
Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden".

I am using
iTV—Interactive Video only

Moodle

Publisher course with Moodle interface.

Class Size

Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.