



## Library 100 - Course #21785 - Fall 2009

### Instructor: Valencia Mitchell

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**AVAILABILITY:** Various dates and times as indicated on the TalonNet Calendar for orientations to the course and for instruction and assistance with lab worksheets. Changes in hours will be posted on my Web page and in the TalonNet Announcements.

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What impact has the Information Revolution had on you? It has had a profound impact on all aspects of society, affecting how we live, work, and learn. **Are you a part of the revolution?** Of course you are! There is no escaping it. As participants in the information revolution however, we may not be prepared to fully utilize existing or newly emerging technologies to our advantage.

The process of becoming an informed participant in the information revolution is called information competency. Information competency is defined as the “ability to find, evaluate, use, and communicate information in all its various formats”. That’s what this course is all about.

### **COURSE DESCRIPTION**

This one-unit, open-entry/open exit course is aimed at adult learners and will guide you through the process of becoming information competent. You will learn how information is organized, how to search for and retrieve information, and how to evaluate information. You will learn:

- how information is organized
- how to search for and retrieve information
- how to evaluate the information you find
- how to use traditional reference sources as well as online tools
- how to search, not just surf, the Internet

You will also learn the steps required for doing a research paper, including the search strategy, preparation of a bibliography, and how to properly cite the information resources (print and electronic) that you use.

About 36 hours is required to complete the course, or the equivalent of 2 hours per week for 18 weeks. This includes all reading, completion of lab assignments, the two quizzes, and the final project. The course is organized into thirteen lessons which require the completion of fifteen lab assignment worksheets, in addition to the two quizzes and the final project.

This course is designed to develop life-long information literacy skills that you can apply in your other classes. The information literacy skills and competencies you learn will also be useful in your personal and professional life.

Library 100 is a self-paced course. This means that you work at your own pace. Self-paced courses take planning and plenty of self-motivation. Plan to spend at least two hours a week on your workbook. If you work at this rate, you will finish the assignments in plenty of time. Although this workbook is designed for you to work independently, please do not hesitate to ask your instructor for assistance. **Do not wait until the last day to submit all of your work. Your work should be submitted throughout the semester.**

This is a course in which you work independently. You are expected to read the workbook and complete the worksheets on your own. **DO NOT COPY FROM OTHER STUDENTS OR LET THEM COPY FROM YOU.** If you are having difficulty understanding a particular assignment in the workbook, CONTACT YOUR INSTRUCTOR FOR HELP IMMEDIATELY.

Please read the Cerritos College **ACADEMIC HONESTY/DISHONESTY POLICY** published on pages 135-136 of the Fall 2009 schedule of classes. Issues relating to copying, plagiarism, etc. are subject to disciplinary action and are explained in detail on these pages.

**PREREQUISITES:** None

### **EXPECTED OUTCOMES**

By the end of this course, the student will:

- Understand the Library of Congress Classification System which is used in the libraries of most institutions of higher education;
- Comprehend a Call Number and know how to find books on the shelf;
- Master the theoretical and practical skills necessary to use an online catalog;
- Understand the significance and use of periodical literature and periodical indexes (print and electronic) in the research process;
- Develop an awareness of the Internet as a major information network and develop the ability to conduct a simple search using various search engines or directories;
- Identify basic and discipline-specific reference sources available in most medium to large libraries;
- Develop an awareness of the steps involved in writing a research paper, including preparation of a work-cited list for both print and electronic resources;

Master the following information competencies:

- State a research question, problem or issue
- Determine the information requirements for the research question, problem, or issue
- Locate and retrieve relevant information
- Use the technological tools for accessing information
- Evaluate information
- Organize and synthesize information

### **COURSE REQUIREMENTS**

- Attend a Library 100 orientation
- Read lesson material and other required reading
- Complete all lab worksheets
- Complete two quizzes
- Complete the final project

### **COURSE GRADING POLICY**

This course is offered on a pass/no pass basis only. NO LETTER GRADES ARE GIVEN. Your work will be corrected and given point values. All work must be completed with at least 70% accuracy to pass this course. If you get significantly less than 70% accuracy on any assignment I will work with you individually to correct any deficiencies.

There are 411 points possible for the course. A minimum of 288 points is required to pass the course, with the completion of **all** worksheets for the lessons, quizzes, and the final project.

Because the course is self-paced there are no hard due dates, except for the Final Project. Point values for lab worksheets, quizzes, and the final project will be posted in the TalonNet Gradebook. Instructions for accessing the TalonNet Gradebook can be found at my Cerritos College webpage.

### **EXTRA CREDIT POINTS**

Students have the opportunity to earn a maximum of 7 additional points by attending the course orientation (2 points) and visiting the iFalcon website (5 points) and evaluating the content found there. A full explanation of extra credit will take place at the time of the orientation.

## **REQUIRED RESOURCES**

The Library 100: Introduction to Library Resources workbook is available in the Cerritos College Bookstore.

## **COURSE OUTLINE**

- I. Lesson One: Course Introduction, Orientation, and Requirements
  - A. Question/Answer Session
  - B. Personal Data Sheet
  - C. Time Sheet
  - D. Syllabus Quiz (*8 points possible*)
  - E. Orientation Exercise/Lab Assignment (*22 points possible*)
- II. Lesson Two: Library of Congress
  - A. Library of Congress Subject Headings
  - B. Library of Congress Classification System
  - C. Lab Assignment (*15 points possible*)
- III. Lesson Three: Finding Books in the Library
  - A. Library of Congress Call Numbers
  - B. Lab Assignment (*16 points possible*)
  - C. Finding Books on the Shelves
  - D. Lab Assignment (*12 points possible*)
- IV. Lesson Four: Using the Online Catalog
  - A. Finding Books
  - B. Lab Assignment (*18 points possible*)
- V. Quiz One (*11 points possible*)
- VI. Lesson Five: Periodical Literature and Periodical Indexes
  - A. Purpose and Use of Periodicals
  - B. Types of Periodicals
  - C. Periodicals List
  - D. Citation Information
  - E. Abstracts
  - F. Lab Assignment (*17 points possible*)
- VII. Lesson 6: Databases and E-Resources
  - A. Periodical Databases
  - B. Reference Databases
  - C. Keyword Searches
  - D. Lab Assignment (*10 points possible*)
- VIII. Quiz Two: Periodicals (*15 points possible*)
- IX. Lesson Seven: The Internet and World Wide Web
  - A. History of the Internet and World Wide Web
  - B. Tutorials
  - C. Lab Assignment (*5 points possible*)
  - D. Evaluating Internet Resources
  - E. Lab Assignment (*18 points possible*)
- X. Lesson Eight: Literary Sources
  - A. Print Sources
  - B. Web-based Sources
  - C. Lab Assignment (*15 points possible*)
- XI. Lesson Nine: Encyclopedias
  - A. General
  - B. Subject Specific
  - C. Lab Assignment (*16 points possible*)
- XII. Lesson Ten: Dictionaries and Almanacs
  - A. Print Sources
  - B. Web-based Sources
  - C. Lab Assignment (*9 points possible*)
- XIII. Lesson Eleven: Biographical Sources
  - A. Print Sources

- B. Web-based Sources
- C. Lab Assignment (*13 points possible*)
- XIV. Lesson Twelve: The Research Paper
  - A. Six steps in the research process
    - 1. state a research question, problem or issue
    - 2. determine the information requirements of the research question, problem or issue
    - 3. locate and retrieve relevant information
    - 4. use technological tools for accessing information
    - 5. evaluate information
    - 6. organize and synthesize information
  - B. Lab Assignment (*37 points possible*)
  - C. Lab Assignment (*54 points possible*)
- XV. Lesson Thirteen: Bibliography/Works-Cited List
  - A. MLA Citation Format
  - B. Lab Assignment (*55 points possible*)
- XVI. Final Project (*45 points possible*)
  - A. Creation of Book Identity
    - 1. bibliographic Information
    - 2. subject Headings
    - 3. Library of Congress Classification
    - 4. MLA citation format
  - B. Summary
  - C. Creation of Selected Bibliography
    - 1. book
    - 2. magazine article
    - 3. Internet site
    - 4. MLA citation format
- XVII. Extra Credit Points (*possible 7 points total*)
  - A. Orientation attendance (*2 points*)
  - B. iFalcon website assessment (*5 points*)