San Bernardino Valley College
Curriculum Approved: February 2, 2004
Last Updated: January 2004

I.   COURSE DESCRIPTION:

Division:	Learning Resources
Department:	Library Technology
Course ID:	LIB 110
Course Title:	Information Literacy
Units:	1 unit
Lecture:	.5 hour per week
Laboratory:	1.5 hours per week
Prerequisites:	None

Catalog and Schedule Description:
An introduction to the skills needed to effectively access library and online information sources, to critically evaluate the information retrieved, and to practice ethical behavior in regard to information technology.

II.   NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III.   EXPECTED OUTCOMES FOR STUDENTS:
Upon successful completion of the course, the student will be able to:
A.   Identify and retrieve appropriate sources for research data, including basic library reference sources, periodical indexes and databases, and online catalogs and databases.
B.   Analyze and evaluate online and print resources, identifying bias, manipulative language and use of information, and personal opinion.
C.   Demonstrate ethical behavior regarding the rights and responsibilities involved in utilizing information resources.
D.   Present research material using appropriate citation styles.

IV.   CONTENT:
A.   Print Sources and Library Databases
      1.   Books
              a.   Search strategies for the online public access catalog
              b.   Interpretation of call numbers and utilization of call numbers to locate books
              c.   Overview of encyclopedias, almanacs, directories, and other traditional print sources
      2.   Magazines
              a.   Print indexes
                  i.   Organization of material
                  ii.   Interpretation of bibliographic citations
              b.   Full-text databases
                  i.   Organization of material
                  ii.   Interpretation of bibliographic citations

      3.   Citing Print and Library Database Sources
B.   Online Sources
      1.   Internet Basics
              a.   Pull-down menus with functions, including save-to-disk, download, print, edit, bookmark
              b.   Toolbar button with functions, including back, forward, home, reload, images, open, print, find, stop
              c.   Uniform resource locators (URLs)
              d.   Hyperlinks
              e.   Directory buttons
              f.   Progress and scroll bar
              g.   E-mail, listserves, and newsgroups
C.   Internet Search Engines
      1.   Net search/Net directory
      2.   Alta Vista, Infoseek, Lycos, Magellan, Excite, Yahoo (search engines organized by subject, categories, keywords)
D.   Advanced Search Techniques
      1.   Wildcards and filters
      2.   Boolean operators

3.   Meta-search engines
4.   Hybrid search engine directories
E.   Evaluation of Resources
    1.   Currency of information
    2.   Contextual indicators
    3.   Author's credentials
    4.   Publisher's reputation
    5.   Material offered: fact, opinion, research, personal
F.   Citing Online Sources
G.   Internet Ethics and Etiquette
    1.   E-mail abbreviations, format and etiquette
    2.   Copyright
    3.   Censorship
    4.   Privacy
    5.   Harassment and other legal issues

V.   METHODS OF INSTRUCTION:
   A.   Lecture
   B.   Individual consultation and demonstration
   B.   Hands-on activities and computer assisted instruction
   C.   Laboratory exercises

VI.   TYPICAL ASSIGNMENTS:
   A.   Look at the following homepages: Democratic Party, Republican Party, and Politics Now. Compare statements made in each about welfare reform.
   B.   Search for a topic of interest to you with 3-4 search engines (Alta Vista, Lycos, Webcrawler, Yahoo, etc.). Contrast the amount and differences of information that you find with each.
   C.   Create a bookmark list of ten of your favorite websites. Turn in your saved bookmarks on disk.
   D.   Using the format discussed in class, write bibliographic citations for the relevant information you found on the Internet.
   E.   Write a short essay explaining the difference between *Direct Access* and *Indirect Access* in library Reference materials. Provide two examples of each.

VII.   EVALUATION:
   Methods of Evaluation: Students are evaluated on their ability to apply course concepts as measured by
   A.   Completion of research paper, essay exams, or journals
   B.   True-false, multiple-choice or sentence completion exams
   C.   Presentation of an oral report and/or written project

   Frequency of Evaluation
   A.   Daily class exercises
   B.   One final project/exam

   TYPICAL EXAM QUESTIONS:
     1.   Identify three (3) sources of useful, unbiased information on a single topic available on the Web.
     2.   Create a Works Cited List (Bibliography) from the three sources identified above, using the MLA guidelines provided in class.
     3.   Identify the meaning of each component of the following citation from <u>The New York Times Index</u>: **(S) Ap 8, A, 14:6**

VIII.   TYPICAL TEXTS:
   A.   Rodrigues, Dawn and Raymond J. Rodrigues. <u>The Research Paper: A Guide to Library and Internet Reseach.</u> 3rd ed. New York: Prentice Hall, 2002.

   B.   Kay, Heidi and Karen Delvecchio. <u>The World at Your Fingertips: Learning, Research, and Internet Skills.</u> New York: Upstart Publications, 2002.

IX.   OTHER SUPPLIES REQUIRED OF STUDENTS: None.