

Syllabus:
CSA 109 - Online
Information Retrieval Skills

LINCOLN CAMPUS STUDENTS:

You will find your syllabus info on
PAGES 2 & 3 of this document;
page 4 does not apply to you.

***OMAHA – GRAND ISLAND –
VALMONT – CRETE STUDENTS:***

You will find your syllabus info on
PAGES 2 & 4 of this document;
page 3 does not apply to you.

Very Important Information

For All CSA 109 Online 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 while following along with DVD instruction on a different machine.*
- *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.*

CSA 109 Information Retrieval Skills - Lincoln Campus*

Instructor: Robin R. Hadfield

E-mail: Hadfield.Robin@Gmail.com

Phone: 402-617-8476

**This syllabus is for LINCOLN CAMPUS STUDENTS.*

Grand Island, Valmont, Crete & Omaha students can find your syllabus on page 4.

*Class meets one time on THURSDAY, MAY 26th at the Lincoln Campus.
It is important you attend this short meeting anytime between 5:00 – 5:45 to pick up your packet. If it is impossible for you to attend this meeting, please contact the teacher **before the meeting** to make other arrangements.*

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.** This course is perfect for people who work well on their own and can learn thru video instruction. At the mandatory meeting you will be given your DVDs and class packet with everything you need for the course.

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 (properly search the internet).
- Evaluate information for timeliness, bias, relevance and reliability.
- Develop computer skills using the Internet to access indexes of information for academic work.
- Have a better understanding of the Internet, it's history and how it is comprised.

Grades: This is a course for 1-hour credit. Letter grades are 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. The DVDs must be watched and followed along with in their entirety. **The DVDs are the course learning segment and need to be watched, you won't be able to pass the course by skipping the DVDs.**

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.**

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.

CSA 109 Information Retrieval Skills ONLINE

Valmont / Grand Island / Omaha / Crete Students

This syllabus is NOT for LINCOLN CAMPUS STUDENTS. See PAGE 3 for the LINCOLN SYLLABUS.

Instructor: Robin R. Hadfield

E-mail: Hadfield.Robin@Gmail.com

Phone: 402-617-8476

Your course packet & DVDs will be mailed out to you the 2nd week of the term.

Please contact me via email (see above)

Before SUNDAY, MAY 22nd & verify your home address.

You will be reported as absent if I do not receive this email by May 22nd.

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Attendance: Due to the nature of this class your attendance is determined by meeting of all deadlines put forth and **sending the email required at the top of the page before the date requested.**

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

Required Text:

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The book is free and yours to keep.

The DVDs are "on loan" to you and will be returned via mail at the end of the course.