



DOANE
UNIVERSITY

Course Overview

Course Title	Information Retrieval Skills
Course and Section Number	CSA-109-ONL
Number of Credits	1 Semester Credit
Term	22/SUMM
Course/Section Dates	05/23/2022 – 07/23/2023
Meeting Time	Class meets online via Canvas
Instructor	Shawn Micheel
Doane Email Address	shawn.micheel@doane.edu
Textbook Information: (e.g. title, edition, publisher, ISBN)	None Link to Doane Bookstore: https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials
Additional Course Materials	<p><u>Important to note:</u> This is a one (1) credit class that begins at the START date of the term and runs for the following three (3) weeks ONLY with very specific due dates for coursework . If you feel you can not complete the coursework on the scheduled dates in the 3 week allotted time-frame, you will need to drop and take at a later date, as the course closes and grade is submitted for term.</p> <p>You will need to be able to upload/download/save a video file to the Internet and provide a link to the video file.</p>
Course Description	An introduction to the available resources for researching topics in a variety of discipline areas. Covers traditional search

strategies, CD-ROM search, online information retrieval, and proper use/notation of bibliographic information.

Foundational Area of Knowledge

Experiential Learning/Fundamentals

Course Learning Outcomes/Objectives

- 1) Construct a search query using appropriate syntax
- 2) Evaluate information for timeliness, relevance, reliability and bias
- 3) Develop computer skills using the Internet to access indexes of information
- 4) Have a better understanding of the Internet

Technology Requirements

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This may also include:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software -Microsoft or Google Docs
- Webcam and mic

Syllabus Addendum

[Addendum](#) includes information regarding:

- Academic Support
- Military Friendliness & Services
- Study Time
- Credit Hour Definition
- Catalog and Policies

Technological Support

If you are in need of technical assistance, please contact the service center at 402-826-8411 or by email at help@doane.edu.

Learning Management System

Canvas: <https://doane.instructure.com>

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).