All Fields
LIS 500 - Computer Laboratory for Library Information Studies

Cover

Overview
Subject LIS

Course Number 500

Title Computer Laboratory for Library Information Studies

Description

Open-entry, open-exit library information research computer laboratory.
Justification

Open-entry, open-exit, zero unit laboratory supports the information research and retrieval needs of students enrolled in courses throughout the college curriculum.

Modular Course
A modular course is defined as a course devided into parts, or modules, that can stand alone. The topics are related and when combined with all other parts, become the entire course. Modular courses are generally variable unit and open entry, with each module providing a part of the maximum unit value (ex: 3 modules, 1-3 units; each module is 1 unit).
This a modular course No

Additional Information
Open Entry Yes

Credit By Exam No

Assignments at College Level Yes

Readings at College Level Yes

Only applicable for CTE. Check NA if you are not sure.

CB23 Funding Agency Category A - This course was primarily developed using Economic Development funds

Co-Contributor

Contributor

- Sparks, David (dsparks@peralta.edu)

Cross-Listed Courses

Related

List of Changes

Reason for Update (Check All That Apply)

- 4) Other

Course List of Changes

- updated minimum duration to less than 6 weeks
- updated textbook
- updated student learning outcomes
- allowed it to be taught 100% online via Distance Education tab

Units/Hours

Course Type

N - Non Credit

Variable Yes

Units (Min) 0.000

Min Total

Hours
Lecture Hours (Min)

0

Lab/Studio/Activity Hours (Min) 1.000

17.5

Units (Max) 0.000

Max Total

Lecture Hours (Max)

0

Lab/Studio/Activity Hours (Max) 15.000

262.5

Grading Policy and Duration
Grading Policy Pass/No Pass

Minimum Duration less than 6 weeks

Add justification if selection is not full semester.

This class is typically taught in less than 6 weeks and so the form is being updated to match how the course is actually taught.

Enrollment
Enrollment Maximum 100

Add justification if selection is not 40.

OPEN-ENTRY, OPEN EXIT.

Repeatability
Very few courses are repeatable. Examples of repeatable course types include:
-Intercollegiate Athletics courses (can be repeated up to three times)
-Variable unit, open entry courses (up to two times and up to the maximum unit value of the course)
-General/Occupational Work Experience courses (up to three times)

For full repeatability information, consult your curriculum committee website or the Course Repitition
section of your college catalog.
Is this course repeatable? No

Selected Topic
Previously Offered as a Selected Topic Yes

Enrollment (Average)

Number of Times Offered

Degree/Transfer

Program Applicable No

Legacy Required for degree/certificate (specify):

Existing
Meets GE/Transfer requirements (specify):

CB03 Top Code
**Consult the Taxonomy of Programs (TOP) manual (http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files
/TOPmanual6_2009_09corrected_12.5.13.pdf) on your curriculum committee website for the appropriate TOP code.**

CB03 Top Code 493014 - Study Skills

CB04 Course Credit Status

- **Degree Credit: May be used for degree or certificate units, including unrestricted electives to reach 60 units for a degree**
- **Non-Degree Credit: May <u>not</u> be used for degree or certificate units**
- **Non-Credit: Zero units are awarded**
- **Community Services (Fee-based): Zero unit courses for which students pay fees to cover the cost of instruction**

Be sure the course number corresponds with its course credit status. Consult your curriculum committee website or college catalog for numbering guidelines.

CB04 Course Credit Status N - Non Credit

CB08 Basic Skill Status
Basic Skills are those foundation skills in reading, writing, mathematics, and English as a Second Language. In addition, it includes learning skills and study skills which are both necessary for students to succeed at the college level.

A course that is Basic Skills must adhere to the following:

- **CB03: Must be in a TOP Code designated as appropriate for Basic Skills (see "General Studies Basic Skills/ESL Top Codes (http://extranet.cccco.edu/Divisions/AcademicAffairs/BasicSkillsEnglishasaSecondLanguage.aspx))"**
- **CB04: May not be designated as "Degree Credit"**
- **CB21: Must specify the level below transfer (see "CB21 Course Prior to College Level Rubrics (http://extranet.cccco.edu/Divisions /AcademicAffairs/CurriculumandInstructionUnit/Curriculum/CB21CoursePriortoTransferRubrics.aspx))"**

See "CB08 - Basic Skill Status (http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb08.pdf)" for details on appropriate coding

CB08 Basic Skill Status (PBS Status) B - Basic Skills

CB09 Sam Codes
CTE course: Must choose options A-D
All others: Must choose option E
See "CB09 - Course SAM Priority Code (http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb09.pdf)" for details on appropriate coding

CB09 SAM Code E - Non-Occupational

CB21 Levels Below
Required only for Basic Skills courses. All others should choose "Not Applicable".
See "CB21 Course Prior to College Level Rubrics (https://web.peralta.edu/curriculum/files/2019/08/New-data-Elements.pdf)" for details on appropriate coding

CB21 Levels Below Transfer Y - Not applicable

CB24 Program Course Status
Credit Courses
Use Code 1 Program Applicable if the Credit Course is part of a certificate or degree that requires state approval. This includes credit courses that are required or restricted electives for an approved certificate or associate degree, including general education requirements (PCCD, CSU GE-Breadth, or IGETC). Restricted electives are specifically listed as optional courses from which students may choose to complete a specific number of units required for an approved certificate or degree. <u>Courses that are part of a Certificate of Proficiency only are not Program Applicable.</u>

Use Code 2 Stand Alone/Not program Applicable if the credit Course is not required or a restricted elective for any credit program approved by the System Office, or is not approved for general education (PCCD, CSU GE-Breadth, or IGETC) or is part of a Certificate of Proficiency only

Noncredit Courses
Use Code 1 if the noncredit course is part of a sequence of courses or program that results in a certificate of completion or a certificate of competency.

Use Code 2 if the noncredit course is not part of a sequence of courses or program that results in a certificate of completion or a certificate of competency.

CB24-Program Course Status 2 - Not Program Applicable

CB25 General Education Requirements
This data element allows colleges to identify courses that fulfill degree or general education requirements in the categories of Composition/Critical Thinking and Mathematics/Quantitative Reasoning/Analytical Thinking, as well as those that meet local competency requirements. https://web.peralta.edu/curriculum/files/2019/08/New-data-Elements.pdf (https://web.peralta.edu/curriculum/files/2019/08/New-data-Elements.pdf)

CB25 - Course General Education Status

General Education

C-ID Information
C-ID Number

Status for C-ID

C-ID Status

Expiration Date

General Education

Lecture/Lab Content

Lecture Outline

Course content will be determined by the students' specific information needs as related to specific course assignments or independent inquiry.

Lab Outline

N/A

Student Performance Objectives

Objectives

1. **Articulate a problem, issue, or search question.**
   Create Grouping (Optional) No

2. **Identify potential sources and types of information tools based on the scope and type of information needed.**
   Create Grouping (Optional) No

3. **Develop successful search strategies appropriate for specific tools.**
   Create Grouping (Optional) No

4. **Locate, evaluate, synthesize, organize and present credible information that fulfills the identified information need.**
   Create Grouping (Optional) No

5. **Identify ethical and legal issues that affect information and documentation.**
   Create Grouping (Optional) No

6. **Apply information literacy skills to enable further learning.**
   Create Grouping (Optional) No

Student Learning Outcomes

Would you like to map these SLOs directly to the ILOs? No

Outcome

1. **Articulate a problem, issue or search question.**
   Assessment Method Text
   demonstration/experiment

2. **Locate, evaluate, synthesize, organize and present credible information that fulfills the identified information need.**

Assessment Method Text

demonstration/experiment

3. **Apply information literacy skills to enable further learning.**

Assessment Method Text

demonstration/experiment

Methods of Instruction

Instruction Type
List all that apply

- Activity
- Lecture
- Observation and Demonstration
- Discussion
- Individualized Instruction
- Multimedia Content

Other Methods

Instructor explanation and demonstration coupled with individual hands-on practice searching for sources that meet an information need (books, articles, newspapers, websites) and evaluating the sources based on currency, relevancy, authority, accuracy, and purpose.

Distance Education

Will this course be available for Distance Education? Yes

The Board of Governors (BOG) and the Peralta Community College District have defined a distance education course. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. Furthermore, distance education courses may then be considered a virtual equivalent to a class-room-based course (California Community Colleges Distance Education Regulations and Guidelines).

At least one Distance Education Delivery Method must be checked. If not and this proposal is launched, it will not advance through the workflow and will not be approved until the answers are provided.

Distance Education Delivery Method

- 100% Internet-based
- 51% or more online
- less than 51% online

Recommended Maximum Student Enrollment
Recommended maximum student enrollment for this Distance Education Course 40

Need/Justification
What is the purpose of offering the course by distance education?

To provide flexibility in scheduling and to offer equitable access to this instruction for our distance education students.

Do the following sections of the Course Outline of Record differ by offering this course via distance education?
Student Performance Objectives No

Assignments No

Assessment No

If you check any of the categories above, please explain.

Technical Issues
What equipment and staff are necessary to support the course for students and instructors? What are the contingency plans if access to the delivery system is interrupted?

The campus must support on-campus computer lab hours to insure students have access to a computer should their personal computer have technical issues. I plan to use email to communicate with students should there be an issue with the Canvas shell.

Accommodations for Students with Disabilities
Must select an option from Accommodations for Students with Disabilities. If not and this proposal is launched, it will not advance through the workflow and will not be approved until the answers are provided.

Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.
Will this course, as designed, accommodate students with disabilities?

Yes

Additional Resources
Must select an option from Additional Resources. If not and this proposal is launched, it will not advance through the workflow and will not be approved until the answers are provided.
Are additional resources or clerical support needed or anticipated?

No

Instructor-Student Contact

Distance Education Contact

1. **Resource Links**

   Frequency

   daily and weekly as needed.

2. **Announcements/Bulletin Boards**

   Frequency

   daily and weekly as needed.

3. **Chat Rooms**

   Frequency

   daily and weekly as needed.

4. **Email Communication**

   Frequency

   daily and weekly as needed.

5. **Other (explain)**

   Frequency

   Zoom Conferencing. Daily and weekly as needed.

Instructor-Student Contact is only available for Distance Education courses.

Assignments

Out-of-class Assignments (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.)

Override Outside Class Hours: No

Outside-of-Class Hours (Min) 0.000

Outside-of-Class Hours (Max) 0.000

Override Outside-of-Class Hours (Min) 0.000

Override Outside-of-Class Hours (Max) 0.000

Out of class Assignment

No outside class assignments required

Student Assessment

STUDENT ASSESSMENT (Grades are based on): (Check as many boxes as are applicable. Note: For degree credit, AT LEAST ONE of the first four boxes must be checked. If "ESSAY" is not checked, please explain why here.)

NON-COMPUTATIONAL PROBLEM SOLVING will be assessed by the students demonstrated ability to successfully create a research strategy, identify and analyse good resources, and successfully find and use these online and print resources

Evaluation Method

- NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.)
- SKILL DEMONSTRATION
- MULTIPLE CHOICE
- OTHER (Describe)

Other

Worksheets - as to how well students applied research strategies to locate, cite and evaluate sources
Multiple Choice Quizzes - to asses how well students can retain the concepts
Discussion - to assess how well students can articulate concepts

Requisites

This course has requisites. No

Any requisites which are used in the Content Validation page must be removed before removing the requisite on this page.

Content Validation

Requisites Status
This course has requisites (see the Requisites page to change this value). No

If a Course Requisite is selected, you must provide a value for Content Validation.

Content Review

Texts, Readings, and Materials

Citation Formatting
Select Citation Style. APA

Textbook

Author	Title	Edition	ISBN	City	Publisher	Year of Publication	Rationale for Textbook Older than 5 Years
Modern Language Association	The MLA Handbook for Writers of Research Papers	8th	9781603292627	New York	Modern Language Association	2016	

Manual

Author	Title	Pub Date	Publisher

Periodical

Title	Author	Publication Name	Publication Year	Publisher

Software

Title	Edition	Publisher	Description

Other

Description
Various handout created by librarians that inform students on lesson topics.

Library

Print Materials Yes

Non-Print Materials Yes

Online Materials Yes

Services Yes

Comments

Good resources are available for this course.

Attached Files

Attached File

Codes/Dates

Date

- CC Approval
  02/04/2020
- Board of Trustees
  03/24/2020
- State Approval
  09/27/2011
- Requisite Validation
  09/18/2015
- Content Review
  09/18/2015

UC Approval Term

UC Approval Year

CSU Approval Term

CSU Approval Year

IGETC Approval Term

IGETC Approval Year

CSU GE Approval Term

CSU GE Approval Year

Current Effective Date

Originator McKenna, Jane

Origination Date 04/26/2019

CB00 State ID CCC000373049

Original State Approval 09/27/2011

CB05 Course Transfer Status C - Not transferable

CB10 Course COOP Work Exp-ED N - Is not part of a cooperative work experience education program.

CB11 California Classification Codes L - Non-Enhanced Funding

CB13-Special Class Status N - Course is not a special class.

CB22 Non Credit Course Category Y - Not Applicable, Credit course

CB 26: COURSE-SUPPORT-COURSE-STATUS:

CB26 allows colleges to distinguish support courses associated with AB705 implementation from noncredit, pre-collegiate courses that are associated with efforts such as the California Adult Education Program (CAEP). It can also be used to evaluate AB705, to examine how support courses relate to student outcomes such as enrollment patterns, completing general education requirements, earning an award, or transferring to a four-year institution. https://web.peralta.edu/curriculum/files/2019/08/New-data-Elements.pdf (https://web.peralta.edu /curriculum/files/2019/08/New-data-Elements.pdf)

CB26 - Course Support Course Status

Comment

History

ASSIST Preview

Prefix LIS

Course Number 500

Content

Course content will be determined by the students' specific information needs as related to specific course assignments or independent inquiry.

Lab Content

N/A
Assignments

No outside class assignments required
Course Description

Open-entry, open-exit library information research computer laboratory.
Lecture Hours

Lab Hours

270.000
Outline Approval Date

2020-02-04
Outline Effective Date

2019-04-26
Prerequisites

Corequisites

Advisories

Objectives

- Articulate a problem, issue, or search question.
- Identify potential sources and types of information tools based on the scope and type of information needed.
- Develop successful search strategies appropriate for specific tools.
- Locate, evaluate, synthesize, organize and present credible information that fulfills the identified information need.
- Identify ethical and legal issues that affect information and documentation.
- Apply information literacy skills to enable further learning.

Instruction Methods

- Activity
- Discussion
- Lecture
- Observation and Demonstration
- Individualized Instruction
- Multimedia Content
- Distance Education
- Instructor explanation and demonstration coupled with individual hands-on practice searching for sources that meet an information need (books, articles, newspapers, websites) and evaluating the sources based on currency, relevancy, authority, accuracy, and purpose.

Evaluation Methods

- NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.)
- SKILL DEMONSTRATION
- MULTIPLE CHOICE
- Worksheets - as to how well students applied research strategies to locate, cite and evaluate sources Multiple Choice Quizzes - to asses how well students can retain the concepts Discussion - to assess how well students can articulate concepts

Other Texts

- Various handout created by librarians that inform students on lesson topics.