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Text update: Spring 2022
Date Revised: March 24, 2014
C &GE approved: April 9, 2014
Board approved: May 14, 2014

Information Competency (INCO) 1048 Information Competency and Bibliography (1 Unit)
[formerly Information Competency 48; Library Skills 48; English 48, Information Competency 1548]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 16 hours lecture

Catalog Description: This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database, and Internet resources, cite sources in-text, create bibliographies, and understand the legal and ethical issues involving research. Not open for students with credit in INCO 1548.

Type of Class/Course: Degree Credit

Text: [Information Literacy: Basic research skills \(an OER book\)](#)

Butler, W. Sargent A. et al. [Introduction to College Research](#). Common Creative Attribution. 2021.

The Ohio State University. [Choosing & Using Sources: A Guide to Academic Research](#). Common Creative Attribution. 2021.

Recommended Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. Demonstrate knowledge of library materials, e.g., reference, circulating, periodicals, databases, and media,
2. Locate, examine, use and evaluate a variety of reference resources in the Taft College Library,
3. Use the Taft College Library online catalog to locate print and electronic books using basic and advanced information retrieval techniques,
4. Perform a data base search using keywords, subject headings or other relevant search methods,
5. Examine, compare, and interpret information found in magazines, journals, newspapers, and other sources using the Taft College Library online databases,
6. Identify and interpret bibliographic citations from a variety of print and electronic resources and formats,
7. Utilize search engines, weblogs, directories, and email to locate, communicate and evaluate information from the Internet,
8. Assess the legal and ethical issues surrounding information,
9. Identify and define primary and secondary sources,
10. Use and organize information by preparing an annotated bibliography using correct citation formats, and
11. Avoid plagiarism by using in-text citation after direct quotations and paraphrases

Course Scope and Content:

- Unit I Introduction to and definitions of Library Resources
 - A. Reference sources
 - B. OPAC (online public access catalog)
 - C. Books and eBooks
 - D. Periodicals – magazines, journals, newspapers
 - E. Subscription databases
 - F. Library services

- Unit II Introduction to Research
 - A. Determining the information need
 - B. Refining the search strategy
 - C. The Online Library Catalog

- Unit III Retrieving and using books
 - A. The catalog record
 - B. Keyword and subject searching
 - C. Classification systems
 - D. Call numbers

- Unit IV Types of reference sources
 - A. Directional, ready reference, comprehensive research sources
 - B. Encyclopedias, dictionaries, statistical sources, etc.
 - C. Appropriateness of Internet sources for classroom assignments

- Unit V Periodicals
 - A. Popular v. Scholarly
 - B. Print and electronic
 - C. Databases – general periodical and subject specialized
 - D. Electronic search strategies, Boolean operators, advanced search features

- Unit VI Evaluating information sources
 - A. Determine accuracy, relevancy, timeliness, and comprehensiveness
 - B. Distinguish between fact and opinion
 - C. Select information sources suitable to specific assignments
 - D. Primary vs. Secondary sources

- Unit VII Internet resources
 - A. Understanding URL and domain names
 - B. Search strategies for search engines and directories
 - C. Evaluation of web based sources

- Unit VIII Using information effectively
 - A. Apply information through critical thinking and problem solving relevant to the assignment
 - B. Create and organize bibliographies

- C. Use research by quoting, paraphrasing, and citing in-text
- D. Use signal phrases/attribution tags to introduce sources in writing

- Unit IX Understanding academic integrity and honesty
- A. Importance of citing sources: In-text and bibliography
 - B. Citing various formats according to prevalent citation styles (emphasis on MLA but APA introduced)
 - C. Define, recognize, and correct plagiarism

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following:

- 1. Complete take-home assignments
- 2. Completing required reading

Methods of Instruction:

- 1. Lectures
- 2. Assigned readings
- 3. Demonstrations of electronic resources
- 4. Group activities
- 5. Class presentations

Methods of Evaluation

- 1. Computational or non-computational problem-solving demonstrations, including:
 - a. exam(s)
 - b. homework problems
 - c. exercises
- 2. Skill demonstrations, including:
 - a. class performance(s)
 - b. performance exam(s)