

# GS 111 : Information Access and Application

## **Class Program**

General Studies

**Credits** 3

Hands-on experience with wide range of information resources. Acquire skills necessary to access, evaluate, organize, and use information effectively. This class may include students from multiple sections.

## **Course Outcomes**

1. Narrow the purpose of the research by focusing on a specific question to be answered (i.e. formulate the central question).
2. Use question and analysis techniques, identifying key words and phrases.
3. Distinguish between controlled vocabulary and free text vocabulary.
4. Conduct field-specific key word searches.
5. Conduct free-text keyword searches.
6. Use Boolean operators to broaden, narrow and exclude searches.
7. Use online retrieval tools for retrospective information (e.g. INLEX, DYNIX).
8. Use reference sources when appropriate.
9. Use printed indexes to access periodical sources.
10. Use electronic databases to access current resources.
11. Define the type of information appropriate to the search question (i.e. primary or secondary).
12. Develop a search strategy.
13. Track bibliographic information for all resources utilized in the course of the search.
14. Utilize A Writer's Reference by Diane Hacker for producing bibliographic citations.
15. Evaluate information sources on the basis of established criteria (e.g. relevance, currency, etc.).
16. Select information that directly pertains to the central question.
17. Compare and generalize information from all selected sources.
18. Determine the most effective method of presentation.
19. Plan the Final project using a selected organizational style.
20. Draw conclusions based upon search information.
21. Evaluate the project and the search process.