Wisconsin Indianhead Technical College

32890305 Applied Information Resources

Course Outcome Summary

Course Information

Description   This course will allow the learner to develop skills in research, evaluation, selection, and preparation of information resources useful to their career area. Learners will use various information resources, including computer software applications to develop sound information research strategies. Learners will be exposed to ethical use of information, information provided by various methods and stored in various management formats, communicating by e-mail, developing search and selection of information resources, analysis, and use of results. This discussion- and lab-based course will use individual and group work to search and share information resources. Competencies learned in this course will be able to be applied in other courses within your program and will continue to be valuable in lifelong learning. You should have experience in keyboarding and basic computer skills for this course.

Instructional Level   Two-Year Technical Diploma

Total Credits   2.00

Total Hours   48.00

Types of Instruction

Instruction Type	Credits/Hours
Classroom Presentation (Lecture/Demonstration/Discussion)	1/16
On Campus Lab and/or Shop Experience	1/32

Course Competencies

1   Explain basic computer concepts

Assessment Strategies
Quiz
Demonstration

Criteria

Performance will be satisfactory when:

you define computer components
you identify different types of computers
you explain how computers work
you identify different browsers
you bookmark favorite sites
you identify security strategies
you use a search engine to locate information

Learning Objectives
Define computer components
Differentiate between types of computers
Explain basic computer operation
Differentiate between browsers
Discuss Internet security and privacy
Use search engines
Identify strategies to bookmark/save favorite sites

2   Use Blackboard

Assessment Strategies
Demonstration

Criteria
you log in to Blackboard
you complete an online exam
you submit an online assignment
you locate online resources
you locate your grades

Learning Objectives
Log in to Blackboard
Access online resources
Take online tests
Complete online assignments
Use Blackboard's grade center

3   Implement effective search strategies

Assessment Strategies
Annotated Source List
Resource Repository

Criteria

Your performance will be satisfactory when:

annotated source list meets information needs
annotated source list includes reliable sources
annotated source list includes accurate sources
annotated source list includes current sources
resource repository includes URLs to reliable, accurate, and current sources
resource repository includes downloadable sources

Learning Objectives
Explain the meaning of URLs
Determine the nature and extent of information needed
Identify search strategies
Determine the relevancy, accuracy, currency, and purpose of information

4   Use information ethically

Assessment Strategies
Documents
Presentation
Computer Exercises

Criteria

Your performance will be satisfactory when:

you cite sources following established guidelines
you follow copyright guidelines
you identify violations of the college Acceptable Internet Use Agreement
you identify differences of issues related to free vs. fee-based access to information

Learning Objectives
Explain how and when to give credit to information and ideas gleaned from others
Explain how to utilize available works with Creative Commons licensing or those in the public domain
Cite sources in order to avoid plagiarism
Discuss the issues related to copyright laws and the difference between licenses and copyright laws
Discuss the issues related to free vs. fee-based access to information
Discuss appropriate use of institution Internet access

5 Use document software

Assessment Strategies
Documents

Criteria

Your performance will be satisfactory when:

documents are properly formatted
documents are free of grammatical errors
documents are free of spelling errors
documents are saved electronically

Learning Objectives
Format documents
Edit documents
Save documents
Print documents
Use help features

6 Use spreadsheet software

Assessment Strategies
Spreadsheets
Charts/Graphs

Criteria

Performance will be satisfactory when:
spreadsheet applies basic worksheet formatting
spreadsheet applies basic cell formatting
spreadsheet uses basic formulas
chart/graph includes appropriate information
chart/graph type is appropriate for data
chart/graph is properly formatted

Learning Objectives
Format worksheets
Format cells
Use basic spreadsheet formulas
Create graphs
Create charts
Determine graph/chart that best represents information
Format graphs and charts

7 Manage information

Assessment Strategies
Demonstration

Criteria

Your performance will be satisfactory when:
you save information in the correct location
you save information in the correct format

you retrieve information
you label information folders and files correctly

Learning Objectives
Save files to network drive and cloud storage
Back up files on flash drive or other external storage device
Maintain traditional and electronic filing systems
Find saved files
Explain file names and extensions
Work with file menu features
Use help features

8 Communicate electronically

Assessment Strategies
Discussion Board Messages
Email Messages
Instant Messages
Social Media Communication
Video Conference

Criteria

Your performance will be satisfactory when:

you abide by etiquette guidelines in electronic communication
you maintain professional representation in online communication
discussion board messages are timely and follow given guidelines
e-mail messages are correctly transmitted (with and without attachments)
e-mail messages are received and acted on
social media communications are properly maintained and professional
video conference is properly scheduled
video conference is connected prior to meeting
video conference video and sound software is properly set up

Learning Objectives
Discuss online etiquette
Use e-mail
Use instant messenger
Use discussion board
Use social media sites
Use video conferencing

9 Use presentation software

Assessment Strategies
Presentation Document

Criteria

Your performance will be satisfactory when:
presentation is organized in a logical manner
presentation information is relevant
presentation is properly formatted
presentation visual components complement the topic
presentation includes information presented in a chart and/or graph

Learning Objectives
Organize information in a logical manner
Examine the basic features of presentation software
Import information and charts/graphs into presentation software
Discuss basic presentation skills