



ALAMO
COLLEGES

Palo Alto College

Information Research Certificate

Fall, 2009

*All IRC classes are fifty minutes long, free, and held in Ozuna 200 in the LRC. Students completing the 7 separate classes (in any order) will receive an Information Research Certificate. **Come early.** Limit is 30 students per session. First come, first served. For information or online alternatives call 486-3557.*

Thu	10-Sept	9:00	Eval	Tues	13-Oct	9:00	MLA
Thu	10-Sept	10:00	MLA	Tues	13-Oct	10:00	APA
Thu	10-Sept	11:00	APA	Tues	13-Oct	11:00	Intro
Thu	10-Sept	1:00	Intro	Tues	13-Oct	1:00	Catalog
Thu	10-Sept	2:00	Catalog	Tues	13-Oct	2:00	Databases
Thu	10-Sept	3:00	Databases	Tues	13-Oct	3:00	Web
Thu	10-Sept	4:00	Web	Tues	13-Oct	4:00	Eval
Mon	14-Sept	9:00	Intro	Mon	19-Oct	9:00	Catalog
Mon	14-Sept	10:00	Cat	Mon	19-Oct	10:00	Databases
Mon	14-Sept	11:00	Databases	Mon	19-Oct	11:00	Web
Mon	14-Sept	1:00	Web	Mon	19-Oct	1:00	Eval
Mon	14-Sept	2:00	Eval	Mon	19-Oct	2:00	MLA
Mon	14-Sept	3:00	MLA	Mon	19-Oct	3:00	APA
Mon	14-Sept	4:00	APA	Mon	19-Oct	4:00	Intro
Tues	22-Sept	9:00	APA	Wed	28-Oct	9:00	Eval
Tues	22-Sept	10:00	Intro	Wed	28-Oct	10:00	MLA
Tues	22-Sept	11:00	Catalog	Wed	28-Oct	11:00	APA
Tues	22-Sept	1:00	Databases	Wed	28-Oct	1:00	Intro
Tues	22-Sept	2:00	Web	Wed	28-Oct	2:00	Catalog
Tues	22-Sept	3:00	Evaluation	Wed	28-Oct	3:00	Databases
Tues	22-Sept	4:00	MLA	Wed	28-Oct	4:00	Web
Wed	30-Sept	9:00	Web	Thu	5-Nov	9:00	MLA
Wed	30-Sept	10:00	Eval	Thu	5-Nov	10:00	APA
Wed	30-Sept	11:00	MLA	Thu	5-Nov	11:00	Web
Wed	30-Sept	1:00	APA	Thu	5-Nov	1:00	Databases
Wed	30-Sept	2:00	Intro	Thu	5-Nov	2:00	Intro
Wed	30-Sept	3:00	Catalog	Thu	5-Nov	3:00	Catalog
Wed	30-Sept	4:00	Databases	Thu	5-Nov	4:00	Eval
Thu	8-Oct	9:00	Databases	Sat	14-Nov	9:00	Intro
Thu	8-Oct	10:00	Web	Sat	14-Nov	10:00	Catalog
Thu	8-Oct	11:00	Eval	Sat	14-Nov	11:00	Databases
Thu	8-Oct	1:00	MLA	Sat	14-Nov	1:00	Web
Thu	8-Oct	2:00	APA	Sat	14-Nov	2:00	Eval
Thu	8-Oct	3:00	Intro	Sat	14-Nov	3:00	MLA
Thu	8-Oct	4:00	Catalog	Sat	14-Nov	4:00	APA

An **online alternative** is available. The link and instructions are at <http://www.alamo.edu/pac/lrc/ircalternative.htm> . If these instructions do not work, try <http://www.alamo.edu/pac/lrc/ircalternativeold.htm> . For help, call 486-3557. The deadline for completing the online classes and quizzes is December 5, 2009 at 11:30pm.

The Alamo Colleges are an EOE.
For any special accommodations issues or an alternate format,
Contact Palo Alto Disability Support Services at 486-3020.



Palo Alto College Information Research Certificate

The Learning Resources Center at PAC offers a program, called the **INFORMATION RESEARCH CERTIFICATE**, which will serve as a tool for helping students do research and will also serve as an additional method for faculty to encourage their students to stay enrolled and excel in their courses.

No **reservations** are necessary. The room holds 30 students. First come, first served, so come early. The door is closed and locked on the hour when class begins. Please do not disturb the class; if you are late, find another time for the class. All classes are offered for 10 weeks during the semester on varying days. One Saturday session is offered.

All LRC classes are fifty minutes long, *free* (tuition waived), and held in Ozuna 200 in the LRC. **Students completing the following 7 classes—in any order—will receive an Information Research Certificate.**

- I. INTRODUCTION TO INFORMATION RESEARCH – virtual tour of the LRC, introduction to basic research strategies and how to research and develop a research paper, introduction to resources on the LRC homepage, how to locate items on the shelves.
- II. CATALOG (OPAC) & E-BOOKS – All functions of the Online Public Access Catalog (OPAC) are explored, with particular attention to electronic books. A hands-on exercise is included.
- III. ELECTRONIC DATABASE RESEARCH – how to search and how to use periodical and newspaper databases and full-text databases available to our students (ProQuest, NewsBank, Express News, EBSCO, Gale).
- IV. INTERNET RESEARCH – basics of how to search for information on the Web, types of search engines, subject directories and indexes and how to use them. Hands-on practice examples. How to avoid plagiarism.
- V. EVALUATING INFORMATION – separating good from bad information, evaluating web site quality, spotting bogus information and attempts at manipulation.
- VI. MLA FOR DOCUMENTING RESEARCH PAPERS – Documentation using MLA (Modern Language Association) is explored, with emphasis on the latest *MLA Handbook*. Hands-on practice examples.
- VII. APA FOR DOCUMENTING RESEARCH PAPERS – Documentation using APA (American Psychological Association) is explored. Hands-on practice examples.

We offer each class at a variety of times so students can attend at their convenience (so valuable classroom time is not used). Proof of attendance slips will be provided for each student. An online alternative is also available. Call 486-3557 for more information.

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