Course Number: TEC 912

Course Title: Web Searching

X Online □ Distance Learning

Instructor: Bob Jost  
Phone/Voicemail: 559.495.1919  
Email: bobjost@gmail.com  
Units: 3  
Grade Level: K-14

Course Description

TEC 912 Web Searching is designed for busy professionals who have grown weary of wasting their time on fruitless web searching. This course will focus on developing the skills needed to find information on the World Wide Web. Participants will learn how to develop search strategies, use search engines, web indexes, online libraries and ready-reference websites, conduct advanced web searches using Boolean operators, and optimize web resource management skills. Participants will learn by doing. This is not a course where hours will be spent reading about web research. After concise introductions to search techniques, participants will work online to refine web searching skills. Participants will work with the support of an online instructor.

Course Dates

TEC 912 is self-paced. Students may enroll at any time and take up to one year to complete assignments.

You have up to one year from the date of registration, and no less than three weeks (one week per credit), to complete the course.
Course Materials

All of the TEC 912 course content is accessible on the course website. The TEC 912 course website will link you to the course tutorials and online educational resource collections. The course website is updated on a regular basis as new resources become available.

**Primary Site:** http://www.cotwcourses.net/tec912/

**Mirror Site:** http://www.josts.net/tec912/

**Technology Requirements:** (For online courses)

Course participants will need worldwide web access using a current web browser and a functional email account. They will also need to know how to manage simple files in a word processing program.

**Course Website:**

TEC 912 will be delivered totally online from a customized website that was specifically developed for this course. Mirror websites with identical content are maintained on three separate webservers on both the East Coast and the West Coast to insure 24/7/365 access.

**Email and Web Discussion Board**

Participation is an important expectation of this course and all online courses. Online discussions promote reflection and analysis while allowing course participants to appreciate and evaluate positions that others express. While students may not be engaging with the same students throughout this course they will be expected to offer comments, questions, and replies to the discussion question whenever possible. The faculty role in the discussion forum is that of an observer and facilitator.

**Getting Help:**

If you need help accessing the course website you can contact the instructor at 559.495.1919 or via email at bobjost@gmail.com. The instructor will respond to requests for assistance within 24 hours.

Please remember that the instructor is not able to offer technical support. In the event that you need technical support, please contact your Internet Service Provider.
Course Requirements

Course participants will maintain a logbook documenting their progress through the course. This logbook will be submitted to the instructor for evaluation upon completion of the course.

http://www.cotwcourses.net/tec912/logbook/

Course participants will maintain an on-going email dialog with the instructor throughout the course. They will share observations and reflections and will have the opportunity to request personalized assistance.

http://www.cotwcourses.net/tec912/support/checklist.htm

Course participants will submit a final project documenting the online research that they conducted throughout the course. These projects will be archived on the course website.

http://www.cotwcourses.net/tec912/project/7a.htm

Course participants will submit their logbook and final project to the instructor as email attachments.

Technology Proficiency Standards

TEC 912 is in alignment with key elements of the National Educational Technology Standards for Teachers developed by the International Society for Technology in Education (ISTE).

http://www.cotwcourses.net/tec912/support/tstandards.htm

TEC 912 is also in alignment with key elements of the EdTechProfile, an assessment instrument developed by the California Department of Education State Educational Technology Service.

http://www.cotwcourses.net/tec912/support/castandards.htm

National Standards for the Teaching Profession

TEC 912 is in alignment with key elements of the National Board for Professional Teaching Standards' Five Core Propositions.

http://www.cotwcourses.net/tec912/support/nbpts.htm

Contact the instructor if you need assistance in identifying the alignment of TEC 912 with your state's technology standards.
Curriculum Content Standards

Course participants will identify one or more specific curriculum content standards that will be the focal point(s) for their online research. Furthermore, course participants will specifically search for additional age-appropriate and educationally relevant online teaching/learning resources throughout the course.

Contact the instructor if you need assistance in identifying your state’s content standards.

Learning Objectives / Outcomes

The course will focus on developing the skills you need to effectively search the web. You will learn to:

1. effectively utilize web search engines
2. effectively utilize web indexes and web directories
3. effectively utilize online libraries and ready reference websites
4. conduct advanced web searches using Boolean operators
5. develop advanced web search strategies
6. optimize web resource management skills

Note: All of the skills above directly address ISTE NETS for Teachers 2008 – Standard 3, NBPTS Proposition 3 as well as multiple skills from the EdTechProfile Internet Checklist.

http://www.cotwcourses.net/tec912/support/internet_skills_checklist.htm

Schedule of Topics and Assignments

• Participant registers with Fresno Pacific University Center for Professional Development.
  • Course website access information provided on the same day that registration data reaches the instructor. Course materials mailed to participant by instructor via US Priority Mail within 24 hours of registration.
  • introduction to the course
  • learner outcomes
  • participant and system requirements
  • optimizing the computer & web browser for web research

  • create tec912 directory/folder
  • locate Notepad/TextEdit and create a desktop shortcut/alias
  • download and initialize the digital logbook
  • practice opening multiple web browser windows

To register for courses go to http://ce.fresno.edu/cpd and log in
• practice resizing windows
• practice managing simultaneous browser & text editor windows
• set the course website as the web browser homepage
• reorganize current bookmarks / favorites list

• overview of course project options

• Module 1: Joining the online community

  • email to instructor
  • visit the web discussion board
  • email to instructor describing research topics
  • Preliminary Search Activity to establish baseline skills

• Module 2: Background Information

  • What the web is
  • What the web does

• Module 3: Basic Web Research

  • search engines
  • how search engines work
  • parallel search engines
  • web indexes
  • online libraries
  • online reference resources

• Managing Web Resources: Part I

  • basic bookmark list editing skills
  • advanced bookmark editing skills
  • evaluating web resources

• Module 4: Advanced Web Research

  • analyzing search topics
  • search engines revisited
    • searching for keywords
    • using the search engine “more like this” feature
    • searching for phrases
    • searching with Boolean operators

To register for courses go to http://ce.fresno.edu/cpd and log in
• online Boolean logic tutorials
• online quick guides
• search engine help files
• using the advanced search engine interface
• specialized web directories
• web rings
• searching beyond the web
  • usenet/newsgroups
  • listserve/mailing lists
  • FAQ’s
  • Blogs
  • the invisible web

Managing Web Resources: Part II

• further editing of bookmarks
• transforming bookmarks/favorites lists into webpages
• when to save and how to save webpages

• Module 5: Comprehensive Guided Web Research Project

  • analyzing the search topic
  • using parallel search engines to generate more keywords
  • using search engines to search phrases
  • using web indexes
    • explore categories and sub-categories related to topic
    • searching the web index
  • using specialized web directories
  • using Boolean operators to search for keywords, phrases, organizations and experts
  • searching beyond the web
    • usenet/newsgroups
    • FAQ’s
    • Listserv/mailing lists
    • Blogs
    • The invisible web

• Managing Resources: Part III

  • Review and utilize web resource management skills to prepare the final project presentation
  • citing web resources

Course Completion
- final project
- participant self-assessment/course evaluation
- logbook and project sent to instructor as email attachments
- online grade form submitted via University website

Evidence of Learning

Email Messages and Web Discussion Board Postings

Throughout the course, participants will correspond with the instructor via email and/or web discussion board postings. These messages and postings will provide documentation of the participant’s progress through the course as well as thoughtful observations and reflections on the course content.

Logbook

Course participants will maintain a logbook that will be returned to the instructor upon completion of the course. Logbook entries will provide documentation of the participant’s successful completion of the course assignments and will include thoughtful reflection on how standards-based, age-appropriate and educationally relevant online teaching/learning resources will be of use in the course participant’s classroom.

The logbook is available and may be completed in either digital and hard copy formats. Course participants may select which option they prefer to use.

Course participants who utilize the digital logbook will submit it as an email attachment upon completion of the course and will immediately submit the online grade form.

Course participants who utilize the hard-copy logbook will mail the logbook back to the instructor upon completion of the course. They will submit the online grade form after the instructor acknowledges receipt of the logbook.

Project

Course participants will submit a collection of content-specific bookmarks or an annotated bibliography upon completion of the course. This project will verify mastery of the advanced web searching skills needed to quickly and efficiently locate age-appropriate and educationally relevant teaching/learning resources to support instruction in their classroom.
Grading Policies and Rubrics

Course assignments will have the following point value:

- Course email correspondence: 25 points
- Course logbook: 50 points
- Course project: 25 points

Assignments will be evaluated by the instructor and the course participant’s final grade will be calculated using the following scale:

- 90 – 100 points: Letter grade of “A”
- 75 – 89 points: Letter grade of “B” or grade of “Credit”
- 74 points or below: Grade of “No Credit”

Note: Students who enroll in the course for a letter grade will only earn credit for the course if they achieve a letter grade of “A” or “B”.

The discernment between an A or a B is at the discretion of the instructor based on the quality of work submitted. Coursework falling short of a quality equaling a B or a Credit Grade will be returned with further instructions.

All assignments must be completed in order to receive a grade. In addition, all assignments are expected to reflect the quality that teacher-training institutions require of professional educators. If completed assignments do not meet this standard, students will be notified with further instructions from the instructor.

Grading Options

Course participants have the option of requesting a letter grade or a credit/no credit when submitting the online grade form. Students will submit grade form when coursework has been completed. (Instructions will be provided for online grading by the instructor.)

Instructor/Student Contact

The TEC 912 online course offers multiple venues of online communication between the instructor and course participant as well as opportunities for course participants to communicate with other course participants via the course web discussion board.

A minimum of fifteen email “conversations” are built into the course. These conversations provide evidence of the thoughtful reflection as well as an opportunity to provide further instruction, recommend additional age-appropriate and educationally relevant web resources and request further clarification if the initial message has not met instructor expectations.

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Date of Revision 2/2/16

To register for courses go to http://ce.fresno.edu/cpd and log in
Opportunities for additional interaction with other course participants via the web discussion board are provided throughout the course.

The course instructor will respond to all email messages, typically within 24 hours. Responses will directly respond to the comments submitted by the course participants and will include personalized content.

Course participants are encouraged to contact the instructor via email or call the instructor on the telephone if further assistance or clarification of assignments is needed. The instructor will call participants if deemed necessary to provide adequate instructional contact.

**References/ Resources**

Additional readings to expand the course content are provided at multiple points throughout the course. Many of these online resources are updated on a regular basis insuring that course participants will have access to the latest in educational technology integration theory and best practices.

**Final Course Grade and Transcripts**

When all work for the course has been completed, students will need to logon to the Center for Professional Development website (http://ce.fresno.edu/cpd) to “Submit Grade Form”. Once the instructor fills out the grade form online, students may log back in to request their Grade Report as well as order transcripts online. Please allow at least two weeks for the final grade to be posted. For more information see the Independent Studies Policies and Procedures that were sent to you when you received your course materials, or in your online course. They are available, also at http://ce.fresno.edu/cpd - under General Information > CPD Policies.

**Plagiarism and Academic Honesty**

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University Catalogue. URL http://www.fresno.edu.

**CONTINUING EDUCATION PROGRAM STUDENT LEARNING OUTCOMES:**

<table>
<thead>
<tr>
<th>CE 1.</th>
<th>Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use.</th>
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<tbody>
<tr>
<td>CE 2.</td>
<td>Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.</td>
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CE 3. Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement.

CE 4. Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting.

CE 5. Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field.

CE 6. Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.

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**FRESNO PACIFIC UNIVERSITY STUDENT LEARNING OUTCOMES**

**Student Learning Outcomes Oral Communication:** Students will *exhibit* clear, engaging, and confident oral communication – in both individual and group settings – and will critically *evaluate* content and delivery components.

**Written Communication:** Students will *demonstrate* proficient written communication by *articulating* a clear focus, *synthesizing* arguments, and utilizing standard formats in order to *inform* and *persuade* others.

**Content Knowledge:** Students will *demonstrate* comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.

**Reflection:** Students will *reflect* on their personal and professional growth and *provide evidence* of how such reflection is utilized to manage personal and vocational improvement.

**Critical Thinking:** Students will *apply* critical thinking competencies by *generating* probing questions, *recognizing* underlying assumptions, *interpreting* and *evaluating* relevant information, and *applying* their understandings to new situations.

**Moral Reasoning:** Students will *identify* and *apply* moral reasoning and ethical decision-making skills, and *articulate* the norms and principles underlying a Christian world-view.

**Service:** Students will *demonstrate* service and reconciliation as a way of leadership.

**Cultural and Global Perspective:** Students will *identify* personal, cultural, and global perspectives and will employ these perspectives to *evaluate* complex systems.

**Quantitative Reasoning:** Students will accurately *compute* calculations and symbolic operations and *explain* their use in a field of study.

**Information Literacy:** Students will *identify* information needed in order to fully understand a topic or task, *explain* how that information is organized, *identify* the best sources of information for a given enquiry, *locate* and critically *evaluate* sources, and accurately and effectively *share* that information.