

Collin College - Continuing Education

Course Syllabus

Course Title: Genealogy – Getting Started

Course Description: The Getting Started Course will acquaint students with the methodology for conducting successful family history research, including preliminary information gathering, organizing and planning your research, introduction to original and published records located in libraries and archives and on the Internet, and evaluating and documenting research findings. Course is designed for the beginner; and those more advanced researchers wanting to update and refresh their skills.

Hours: 15 **Sessions:** 6

Course Prerequisite(s): None

Course Objectives: Familiarize the student with basic genealogical methods, records and repositories

Textbook Recommended(s): None

Lessons:

- Session 1: Getting Started on Your Family History
- Session 2: Basic Research Methods & Organization
- Session 3: Census Records
- Session 4: Birth, Marriage and Death Records
- Session 5: Published Local History and Family History Sources
- Session 6: Putting it All Together: Evaluating and Documenting Findings
Case Study

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

<http://www.collin.edu/studentresources/personal/studenthandbook.aspx>