

INFORMATION COMPETENCE DATA FROM EPC 451-Total

General Information: 56 student were surveyed.

1. Have a computer at home or work: 52 yes, 1 no, 3 no response
2. Have a printer at home or work: 49 yes, 2 no, 5 no response
3. How often use email: 0 never, 3 rarely, 19 often, 30 very often, 4 no response

Skill	Frequency Distribution			Mean
	1=Little/no skill	2=Some skill	3=Good/strong skill	
Keyboard/Mouse:				
4. Use a keyboard to enter information into a computer...	0	5	51	2.91
5. Use the R and L click functions of a mouse	0	7	49	2.88
6. Combine mouse & keyboard activities for various applications	1	10	50	2.80
Word Processing:				
7. Set margins & tabs	3	14	39	2.64
8. Use tools, e.g., spell & grammar check, thesaurus, merge...	1	12	43	2.75
9. Use edit	1	18	37	2.64
10. Determine font & size	1	1	54	2.95
Windows:				
11. Open & use multiple windows sessions	2	15	39	2.66
12. Cut, copy, paste between windows applications	9	10	37	2.50
13. Minimize, maximize, &resize windows	1	8	47	2.82
14. Use Start & Desktop to find desired applications	3	11	41	2.69
15. Save files to desktop & other computer drives/folders	3	10	42	2.70
16. Use toolbars & menu bars with pop-down windows	3	11	40	2.69

Skill	Frequency Distribution			Mean
	1=Little/no skill	2=Some skill	3=Good/strong skill	
E-Mail:				
17. Establish an email at CSUN &/or through local Internet service providers	3	12	41	2.68
18. Access email regularly	0	3	43	2.93
19. Perform basic email functions, e.g., reply, reply all, forward, file	0	5	51	2.91
20. Create an address book &save addresses	5	11	41	2.63
21. Subscribe & unsubscribe to list-servers	17	13	26	2.16
22. Search archives of list-servers	16	19	20	2.07
23. Send, open, & attach files	4	17	36	2.56
24. Practice basic email etiquette	3	13	40	2.66
25. Save & download files	3	12	41	2.68
26. Establish a group list	14	20	22	2.14
Web Browser:				
27. Skim/scan for info on a web page...	1	9	46	2.80
28. Navigate efficiently using toolbar and commands	0	12	43	2.78
29. Set options & preferences to customize desktop download & use plugins such as Adobe Acrobat Reader & RealPlayer for Digital Library Collections	16	18	22	2.11
30. Clear cache	32	11	12	1.70
31. Select sites to bookmark	14	13	28	2.25
32. Use mail function to send documents to email account	12	14	34	2.50
33. Select & save images and files	8	17	30	2.40
34. Download information to a floppy disk &/or hard or zip drive	5	14	37	2.57
35. Print selected text	0	8	47	2.85
Overall mean of 32 skills in five technology categories above:				2.60

Skill	Frequency Distribution			Mean
	1=Little/no skill	2=Some skill	3=Good/strong skill	
Information Knowledge:				
36. Describe differences between/ways information is reported	15	25	14	1.98
37. Identify information/data that is available in various formats	16	17	22	2.11
Understanding and Utilizing the CSUN Library & Online Catalog:				
38. Use a computer connected to the Internet to access the CSUN Online Catalog	4	10	42	2.68
39. Use basic Netscape features to access the CSUN online computer catalog	4	14	38	2.61
40. Know how to use Telnet & WebPAC to connect to the CSUN=s online catalog	16	22	18	2.04
41. Search for info by using author=s name, title, keywords, or Library Congress Heads	7	16	33	2.46
42. Identify parts of a bibliographic records + location & call number of the item	9	15	32	2.41
43. Identify various locations in library where different resources are located	8	22	25	2.31
Periodical Index and Abstract Databases:				
44. Determine difference between general & subject indexes & abstracts	16	22	18	2.04
45. Identify indexes/abstracts that cover broad areas of knowledge + individual areas	16	19	20	2.07
46. Recognize index/abstract DBs may be accessed individually through a networked CD or the CSUN Libraries Homepage, or via a service provider or aggregator	22	26	14	1.87
47. Identify a specific online index/abstract DB that may include information on a particular research topic	16	26	13	1.95
Search of Databases:				
48. Use the CSUN library=s homepage to access databases	13	19	23	2.18
49. Use the databases search engine to locate information on a specified topic	13	14	25	2.23
50. Compile a list of resources (mostly periodical articles) located using DBs	18	17	25	2.12
CSUN Periodical Titles:				
51. Use the CSUN online catalog to ID periodicals owned by the CSUN library	16	16	24	2.14
52. Access the holdings record to ID specific dates owned + various formats/locations of periodicals within the CSUN library	23	15	18	1.91
Interlibrary Loan:				
53. Determine availability of resources that are not owned by CSUN library	27	15	13	1.75
54. Locate an interlibrary loan while online or in print form	29	17	9	1.64

Overall mean of 19 skills in six library information categories above:

2.13

Skill	Frequency Distribution			Mean
	1=Little/no skill	2=Some skill	3=Good/strong skill	
Information Resources (extent of awareness of information) [1=unaware; 2=some knowledge; 3=good/strong knowledge about this area]:				
55. That librarians are there to assist you & you may seek assistance from them	2	6	48	2.82
56. That some information resources in the world will provide general information or may cover many more specific areas of knowledge/information	3	14	38	2.64
57. That you need to evaluate a resource's credibility	4	10	42	2.68
58. That access to information may require using a variety of resources (print, DBs...)	4	11	41	2.66
59. That a library's catalog only identifies items it owns	8	15	33	2.45
60. That many types of info resources/services are available in the CSU library & through the CSUN library interface	6	19	36	2.49
61. When you use other info resources, you should use library catalog to ID the item's availability w/i the CSUN library	11	18	27	2.29
62. CSUN does not own all the periodical covered by all the DBs listed	8	20	23	2.29
63. Resources not owned by CSUN are usually available through interlibrary loan	16	15	25	2.30
64. It will usually take 2-3 weeks to receive an interlibrary loan request.	30	12	14	2.00
Overall mean of 10 information resource awareness items above:				2.46