

# Certificate of Mastery

## Information Competence in COMPUTER & RESEARCH COMPETENCIES

from the  
Department of Educational Psychology and Counseling

Michael D. Eisner College of Education  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

\_\_\_\_\_ (name) \_\_\_\_\_ has successfully demonstrated the following Information Competence skills while a student in the Master's of (Arts/Science) in (Program/XYZ specialty):

- ☛ Understanding of the ethical and legal standards for use of data and information.
- ☛ Ability to use electronic hardware, technology and software including electronic mail, word-processing, data management, data projection and Web browser applications
- ☛ Application of standards to determine authority, timeliness and reliability of information
- ☛ Understanding and ability to utilize the CSUN Library and Online Catalog and the various support resources (including library staff) for doing so.
- ☛ Ability to use appropriate forms when citing reference sources (including the American Psychological Association publication style)
- ☛ Electronic searching including the:
  - a. preparation of a search strategy for individual paper topics
  - b. utilization of simple search techniques using Boolean logic including combining concepts/terms, nesting, proximity and truncation
  - c. execution of a search in an appropriate online index
  - d. identification of keywords, synonyms and related terms
  - e. determination of appropriate databases for the research assignment
  - f. use of sophisticated searching techniques within databases and using different search interfaces, focusing on relevant databases for the discipline
- ☛ Effective Internet usage including:
  - a. its use as a research tool at both basic and advanced levels, and, in particular in the professional field of Educational Psychology & Counseling
  - b. the understanding of the value and limitations of the Internet in contrast to traditional electronic databases including the concept of peer-reviewed writings. Application of standards for authority, timeliness, and reliability for World Wide Web sites
  - c. the execution of searches using appropriate Boolean operators with search engines and how to access specialized digital library collections on the World Wide Web including e-reserves, courseware, and other CSUN specific digital library collections.
  - d. the identification of types of information resources, their scope and application for EPC research

Authorized by: Rie Rogers Mitchell EPC Department Chair on \_\_\_\_\_ (date) \_\_\_\_\_