

To be completed as each competency is met.

Computer and Research Information Competency Areas

Program Competencies	Date met	Instructor Signature	Course
Understanding of the ethical and legal standards for use of data and information.			
Ability to use electronic hardware, technology and software including:			
a. electronic mail			
b. word processing			
c. data management,			
d. data projection, and			
e. 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			

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Professional Competencies			
Have ability to use electronic resources in the field.			
a. To use software productivity to develop web pages, group presentations, letters, and reports.			
b. Operate audiovisual equipment, such as video recorders, scanners, video cameras, projection equipment, video conferencing equipment, and playback units.			
c. Develop a presentation, using Powerpoint and other electronic equipment.			
Have ability to use school/clinic data base management systems in support services, teaching and learning.			
a. To identify when accessing on-site data is appropriate.			
b. Identify and access information pertinent to effective functioning, such as organizations charts, policies, standards, and budgets.			
c. Master the skills to access student/client records in an on-site data base system.			
d. Be familiar with various data management systems (e.g., microfiche, informal system, paper files, software).			
Have ability to conduct research in the field.			
a. To design a research study to respond to a problem.			
b. Collect data accessing pertinent information data bases, including electronic, library sources, microfiche, paper files, and informal system.			
c. Use appropriate approaches to analyze data that may include computerized statistical and qualitative data packages.			
d. Communicate findings logically and professionally using APA style.			
Have ability to access professional information			
a. To subscribe, participate in, and unsubscribe to educational psychology and counseling-related listserves.			
b. Use the internet for accessing professional information, such as ethical standards, professional associations, credentialing and licensing laws and regulations, laws affecting professional standards.			
c. Use the internet for finding and using continuing education opportunities			
Have ability to help clients and students search for information via the Internet.			
a. Evaluate the quality of internet information.			
b. Access and use career related websites, including Highwires.com to support educational and career			
c. Access education and training opportunities, financial assistance/scholarships			
d. Access social and personal information.			
Have ability to critically evaluate new trends and their impact on the profession.			
a. Evaluate strengths and weaknesses of counseling services provided via the internet.			
b. Evaluate websites providing information to students/clients.			