

Information Management at Farmingdale State

A Value-added Process

Objectives

The purpose of this assessment is to ensure that all Farmingdale students will:

- Utilize a personal computer and its operating environment to save, retrieve and organize files.
- Manage their e-mail, including e-mail containing attachments of various formats.
- Employ a word-processor to prepare and revise letters, resumes and reports.

Process

Within their first year, students will take a pre-test. Those students not meeting the minimum score on this exam will be provided with the opportunity to take an online tutorial, an in-person workshop, or both.

On-Line Tutorial

The on-line tutorial will provide the student with an easy and convenient way to systematically learn how to manage information and achieve computer literacy. Our goal is to ensure success in the college environment and promote the skills required for life long learning.

The on-line tutorial will allow the student to:

- Utilize the internet and the web
- Understand research strategies and research terms
- Learn how a library is organized
- Prepare bibliographic documents
- Select and retrieve information
- Work in an operating system such as Microsoft windows
- Create, edit and print documents using a word processor
- Handle email attachments

In-Person Workshop

The in-person workshop will provide the student with a hands-on and personalized experience in developing information literacy skills to further develop the students' skills by:

- Providing one-to-one interaction with instructors
- Providing a forum for questions
- Providing additional materials and expertise beyond that available on-line
- Providing an environment which fosters student interaction
- Providing immediate feedback