**Study Guide**

* Assess information needs (NF:077) (CS)
	1. Determining information
		1. factual information
		2. criticism
		3. opinions
	2. Types and formats of information sources
		1. Formality of information
		2. Disciplines
		3. Current vs. historical
		4. Primary vs. secondary
* Obtain needed information efficiently (NF:078) (CS)
	1. Methods/techniques used to obtain or retrieve information.
	2. Procedures for obtaining information.
* Evaluate quality and source of information (NF:079) (CS)
	1. Factors that should be evaluated when assessing information’s quality
		1. Validity
		2. Reliability
		3. Accuracy
		4. Timeliness
		5. Bias
	2. Procedures for evaluating the quality and source of information
* Apply information to accomplish a task (NF:080) (CS)
	1. Ways to organize information to support the purpose and format needed for a task
		1. Outlines
		2. Drafts
		3. Storyboards
		4. Proposals
		5. Summaries
	2. Ways to integrate existing information, data, or images into a new product or performance
		1. Quoting
		2. Summarizing
		3. Copying
		4. Manipulating
* Store information for future use (NF:081) (CS)
	1. Advantages of storing/recording information
		1. Documentation
		2. Audit trail
		3. Personal files
		4. Heritage preservation
	2. Negative results of storing/recording information
		1. Obsolescence of format or medium
		2. Security of information
	3. Challenges of storing/recording information
		1. Recordkeeping
		2. Storage space
		3. Filing systems
		4. Employer analysis

**Study Guide / Lesson Review**

* Discuss the nature of information management (NF:110, NF LAP 3) (CS)
	1. Business Information management: The process of accessing, processing, maintaining, evaluating, and disseminating knowledge, facts, or data for the purpose of assisting business decision making.
	2. Importance of information management to business success
* Effectiveness of information management activities.
	1. Make sure information is retrievable, accurate, accessible, up-to-date, complete and usable.
	2. Set and follow organization information management practices.
	3. Prioritize information management needs according to business needs.
	4. Integrate information management thought the entire organization.
	5. Assign responsibility for information management.