

Management Accounting (BUS 262-55)
Spring 2018
Information Literacy Assignment 1
Due Date: March 9 at 5 p.m.

Points

This assignment is on (1) defining information literacy and how you can use it in your (2) personal and (3) career decisions.

Email your completed assignment to jwhite@elmhurst.edu by the due date.

All submissions must be in 12 point font, double spaced.

Refer to the document, "Guidelines for Citing Sources" to cite sources.

Clearly label your answers with the question number and letters.

1. Information Literacy Concept
 - a. Define the term "information literacy." 5
 - b. Cite 3 sources for the definition of information literacy. 3
Include at least one from a published periodical using the "Business Source Premier" database on the library website. 2
 - c. Include a reference list in proper form for the 3 sources. 9
see "Guidelines for Citing Sources."

2. Discuss how information literacy skills will help you in the following:
 - a. as a college student 5
 - b. in your career. 5

3. Using information literacy in your personal life
 - a. List 3 decisions in your personal life which require information. 3
 - b. For each decision, list one key piece of information to help you to make decision. 3
 - c. List a source for the information for each of the three. 3

Example: choosing where to go to dinner, a key piece of information is average meal cost and the source would be the restaurant website. Do not use this as your answer. Exclude employment issues as this is the subject of #4.

continued

- 4. Using information to screen potential employers
 - a. List three potential employers in your chosen career. 3
 - b. Identify three key pieces of information which would help to evaluate potential employers. (This would apply to all three.) 6
 - c. Explain how each of the 3 pieces of information will help you in your decision. 9
 - d. Choose one of the employers and find the three pieces of information for that employer. 12
 - e. Cite the sources for d. 6

Total points for assignment

74