






Information Expert Passport

Proficient level (I/II)

Information literacy sub-competencies	Teaching unit	Learning target	Mandatory	Mode
Defining information needs	Finding a thesis topic	<ul style="list-style-type: none"> Literature research is understood as a multi-stage process in which a research topic is defined 		
	Defining a research question	<ul style="list-style-type: none"> Research questions can be derived independently for an academic text based on the research topic 	<input checked="" type="checkbox"/>	
Finding information	Understanding bibliographic databases	<ul style="list-style-type: none"> Literature databases are known and their structures understood The advantages of conducting research in literature databases compared to research on the internet are well known 	<input checked="" type="checkbox"/>	
	Selecting the right database	<ul style="list-style-type: none"> Appropriate databases for a research topic are identified in and selected from the Database Information System (meta database DBIS) 	<input checked="" type="checkbox"/>	
	Research literature databases	<ul style="list-style-type: none"> Differences between keyword and subject heading are known Thesaurus of Business Source Complete database can be applied Targeted research in databases is possible Search terms can be formulated and adapted independently 	<input checked="" type="checkbox"/>	
	Researching facts and figures	<ul style="list-style-type: none"> Similarities and differences of specialized databases are known (bibliographic databases, image and fact databases, etc.) Research in statistical and fact-based databases is proficient 		
	Research legal databases	<ul style="list-style-type: none"> Research in the database JURIS can be conducted independently 		

Legend:



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Information Expert Passport

Proficient level (II/II)

Information literacy sub-skills	Teaching unit	Learning target	Mandatory	Mode
	Finding books in libraries in the region	<ul style="list-style-type: none"> Books can be ordered by means of interlibrary loan 		
	Finding full-text articles	<ul style="list-style-type: none"> Several options for obtaining the full-text of articles are known 		
Evaluating information	Evaluating search results	<ul style="list-style-type: none"> Criteria for evaluating the quality and relevance of search results, evaluation criteria for authors and for commercial publications are known Periodical rankings and review procedure as a quality indicator of periodicals are known 		
	Understanding the Impact Factor	<ul style="list-style-type: none"> Relevance and calculation of the Impact Factor are understood 		
Managing and presenting information	Organizing literature efficiently	<ul style="list-style-type: none"> Benefits of literature management programs are known Basic functions of literature management programs are understood 		
	Managing literature with Citavi	<ul style="list-style-type: none"> Organizing literature with the Citavi literature management program Importing publication data from databases in Citavi Linking Citavi to word processing programs 		
	Citing correctly & avoiding plagiarism	<ul style="list-style-type: none"> Quotation styles for different types of publications are known Frequently used quotation styles in business studies are known Plagiarism is understood and can be avoided 		

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