**2.00 Understand information management.**

**NC CTE 2.02: Acquire a foundational knowledge of information management to understand its nature and scope.**

Discuss the nature of information management

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
	+ The process of accessing, processing, maintaining, evaluating, and disseminating knowledge, facts, or data for the purpose of assisting business decision making.
* Effectiveness of information management activities.
	+ Make sure information is retrievable, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, up-to-date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and usable.
	+ Set and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ organization information management practices.
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information management needs according to business needs.
	+ Integrate information management thought the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_organization.
	+ Assign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for information management.

**The Business Value of Integrating Accessible Technology into Business Organizations**

* Businesses today are looking for solutions to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees—and accessible technology can help do just that.
* **Retain the Most Valued Employees**
	+ **Enhance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for All Employees.** By providing accessible technology, a business can facilitate collaboration and communication among all employees in an organization—whether they have a disability or not.
	+ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** Accessible technology can help reduce costs of time lost and money spent when an employee develops a temporary disability.
	+ **Enhance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Communication.** Accessible technology empowers employees—including employees with and without disabilities—to share documents, collaborate on projects, and communicate among team members.
* **Recruit the Most Talented Minds**
	+ An organization's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plays a crucial role in its ability to recruit and retain talented employees.
* **Attract New Customers**
	+ Fostering a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ workforce—which includes people with disabilities—enhances your ability to provide products and services that appeal to a broader range of customers.