

[ICDL-IL] WSQ ICDL® Information Literacy

Length	: 2 Days (16 Hours)
Audience(s)	: Mix from various companies, industries, and departments
Level	: Operations
Technology	: Microsoft Operating Systems, browsers
Delivery Method	: Instructor-led (Classroom)

Course Overview

A course introducing learner the skills and ability to define and meet information needs. It also includes searching for online information securely using appropriate search engines and social media applications and evaluating and creating online information by applying appropriate considerations and practices.

Audience Profile

- Users who need to improve their online information browsing, social media and networking, search and validation skills.

At Course Completion

On completion of this unit, the learner will have the knowledge and application skills in carrying out structured, effective research online and publish outputs online.

Pre-Requisites

Basic use of computers and Internet browsing.

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Course Outline

Lesson 1: Key Concepts

- Understand Information
- Advantages / Disadvantages of Online Information
- Using Online Information

Lesson 2: Information Sources

- Purpose of Information
- Obtaining Online Information

Lesson 3: Defining the Information Need

- Identifying the Information Need
- Developing a Search Strategy

Lesson 4: Using a Search Engine

- Searching in a Search Engine
- Refining a Search
- Using Advanced Search
- Cookies and Pop-Ups

Lesson 5: Using Social Media Applications

- Types of Social Media Information
- Find Users / Specific Interest Groups
- Organise Users / Groups
- Create and Find Posts / Messages
- Sharing Posts / Messages
- Risk of Using Social Networks for Online Information

Lesson 6: Evaluating Information

- Evaluate Online Information
- Evaluate Authority of Online Information
- Evaluate Currency of Online Information
- Evaluate Coverage of Online Information
- Evaluate Objectivity of Online Information
- Evaluate Relevancy of Online Information for the Target Audience

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Lesson 7: Organising Information

- Using Tools
- Referencing Information
- Storage and Backup

Lesson 8: Planning & Drafting Information

- Planning to Communicate New Information
- How to Draft New Information
- Legal Considerations for Drafting New Information
- Ethical Considerations when Drafting New Information
- Citing when Creating Information

Lesson 9: Reviewing and Delivering Information

- Reviewing a Draft
- Consequences of Publishing Information

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