



**Online Search**  
Syllabus Version 2.0

## Module Goals

**Online Search** enables Candidates to demonstrate their skill and knowledge in searching effectively for information. Candidates will be aware of different information sources, both traditional and online and be aware of the advantages and disadvantages of the same. Candidates will appreciate the impact of social media and the access it can provide to a vast range of information.

Candidates will know how to use a search engine to carry out a search and to be aware of safety issues while browsing. Candidates will understand what an information need is and be able to develop a simple research plan. Candidates will be able to perform a wide range of targeted search tasks, taking advantage of the wide range of search features and filters available so as to efficiently search and refine their search inquiry to produce meaningful results for their work.

Candidates will be aware of the scope of information available and be able to search throughout web pages, images, blogs, maps, video libraries as well as academic resources. Candidates will be aware of various social media search tools and be able to search throughout different social media platforms.

Candidates will be able to evaluate their search results in terms of relevance to their work or project and be able to assess the currency and quality of the information and its sources. Candidates will be able to recognise any gaps in the information retrieved and amend their search plan to address the same.

Candidates will understand the concept of referencing in their work and understand the legal and ethical issues involved with publishing research results. Candidates will understand the concepts of Intellectual Property (IP), plagiarism and copyright and be able to reference any resources they use in their work or projects and appreciate the importance of referencing.

CATEGORY	SKILL SET	REF.	TASK ITEM
3.1 INFORMATION	3.1.1 Sources	3.1.1.1	Recognise traditional information sources and recognise their limitations.
		3.1.1.2	Recognise new information sources, such as, websites, blogs, social media platforms, podcasts, video, etc.
		3.1.1.3	Be aware of the advantages and disadvantages of online information for the purposes of making informed decisions.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.1.1.4	Appreciate some key characteristics of social media, such as, listening, sharing, commenting, questioning, answering and informing.
		3.1.1.5	Appreciate how social media can provide access to a vast range of useful information, apps, search content, top questions, polls, news and trends as well as webinars and other educational content.
3.2 ONLINE	3.2.1 Search Engines	3.2.1.1	Know how to carry out a search using a search engine and understand how a search can be widened or narrowed.
		3.2.1.2	Know how to use advanced search engine features to set preferences, such as, exact words or phrases, language, region, time, terms appearing, file type, etc.
		3.2.1.3	Set preferences to exclude explicit material in searches.
		3.2.1.4	Be aware of safety issues when browsing: active content, cookies, pop-ups, etc. and know how to use your browser security settings.
3.3 PREPARE	3.3.1 Information Need	3.3.1.1	Describe the information need for your project / assignment. Identify your topic, know what you are looking for and not looking for.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.3.1.2	List some possible information sources to address the information need you describe.
		3.3.1.3	Estimate the potential extent / scope of your information search.
		3.3.1.4	Narrow the search scope to arrive at a preliminary search focus for your project / assignment.
	3.3.2 Keywords	3.3.2.1	Develop a search plan by identifying suitable keywords, synonyms, or search terms.
		3.3.2.2	Understand how relational operators (Boolean) - and, or, not, - help address your search goals.
		3.3.2.3	Recognise common relational operators in search: +, -, *, ().
		3.3.2.4	Understand how using a controlled vocabulary helps address your search goals.
3.4 SEARCH	3.4.1 Backup	3.4.1.1	Select some suitable keywords to carry out a search.
		3.4.1.2	Enter a simple query to carry out a search.
		3.4.1.3	Search for an exact phrase.
	3.4.2 Qualify	3.4.2.1	Include or exclude words in the search.
		3.4.2.2	Search using synonyms or similar words.
		3.4.2.3	Search using a wildcard element (*) in a query.
		3.4.2.4	Search pages for your country or from the entire web.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.4.2.5	Search within a specific website.
	3.4.3 Specify	3.4.3.1	Search throughout image categories only and apply different image search options.
		3.4.3.2	Search throughout video categories only and apply different video search options.
		3.4.3.3	Search throughout blogs and discussion forums.
		3.4.3.4	Apply a range of time related search filters.
		3.4.3.5	Apply other search filters, such as, Dictionary and Verbatim.
3.5 REWARE	3.5.1 Target	3.5.1.1	Search for information setting file specific file types (.pdf, .ppt, .doc, etc.)
		3.5.1.2	Filter a search to include/exclude extensions.
		3.5.1.3	Refine a search to a specific domain.
		3.5.1.4	Refine a search to words in the URL or text in the website body text.
	3.5.2 Social Media	3.5.2.1	Recognise the types of information that can be found on social media applications: personal, social, criminal, professional, groups, events, images, videos, etc.
		3.5.2.2	Be aware of social media search tools, such as, Social Searcher, Uvrx Social Search, Social Mention, Bottlenose, etc.

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		3.5.2.3	Know that you can use Boolean search on Twitter, Facebook and Google + to get more detailed information from social media.
		3.5.2.4	Search throughout different social media platforms to find users, events, interest groups.
		3.5.2.5	Search weblogs (blogs), microblogs.
	3.5.3 Other	3.5.3.1	Search for people, homepages.
		3.5.3.2	Search within personal or business directories.
		3.5.3.3	Search within online libraries, archives, publishers.
		3.5.3.4	Search online directories, or educational, scholarly information resources.
		3.5.3.5	Search images, videos, audio, maps, directions.
		3.5.3.6	Search for an address or a landmark.
		3.5.3.7	Switch between different map views: satellite, map or hybrid views.
3.6 REVIEW	3.6.1 Relevance	3.6.1.1	Assess the search results by reference to quality, relevance, objectivity, authority, currency, etc.
		3.6.1.2	Assess the quality and currency of the information by considering the extent of errors, timeline date, frequency of updates, comments, etc.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.6.1.3	Assess the relevance of the information by reference to purpose and profile of intended audience.
		3.6.1.4	Assess the objectivity and authority of the information by reference to purpose, bias, author's credentials and peer review.
		3.6.1.5	Recognise any gaps in the information retrieved.
		3.6.1.6	Enhance the search plan / strategy to address gaps in the search results.
	3.6.2 Respect	3.6.2.1	Recognise legal and ethical issues involved with publishing research results: intellectual property rights, copyright, plagiarism, referencing and citation.
		3.6.2.2	Understand the concept of Intellectual Property (IP).
		3.6.2.3	Understand the terms plagiarism and copyright.
		3.6.2.4	Understand the impact of plagiarism and copyright infringement.
		3.6.2.5	Distinguish between copyright infringement and plagiarism.
	3.6.3 Reference	3.6.3.1	Appreciate the benefits of referencing, such as, apportioning of due credit to the author, showing evidence of research, allowing others to consider your interpretation.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.6.3.2	Recognise different referencing styles: Harvard, Vancouver, Modern Language Association (MLA), American Psychological Association (APA).
		3.6.3.3	Write a reference using a defined referencing style.