



This module 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.

On completion of this module the candidate will be able to:

- Know how to use a search engine to carry out a search and to be aware of safety issues while browsing
- 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 enquiry to produce meaningful results for their work.
- 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.
- Be aware of various social media search tools and be able to search throughout different social media platforms.
- 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.
- Be able to recognise any gaps in the information retrieved and amend their search plan to address the same.
- 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.

**WHAT ARE THE BENEFITS OF THIS MODULE?**

- Covers the skills needed to understand the main concepts relating to online search
- Certifies best practice in effective use of online search.
- Developed with input from online search users subject matter experts and practicing online search professionals from all over the world. This process ensures the relevance and range of module content.

**HOW DO I GET STARTED?**

To find out more about this module, please visit [www.icdlarabia.org/modules-online-search](http://www.icdlarabia.org/modules-online-search)  
To locate your nearest accredited test centre, please visit [www.icdlarabia.org/find-test-centre](http://www.icdlarabia.org/find-test-centre)

**SYLLABUS OUTLINE**

CATEGORY	SKILL SET
Information	<ul style="list-style-type: none"> <li>• Sources</li> </ul>
Online	<ul style="list-style-type: none"> <li>• Search Engines</li> </ul>
Prepare	<ul style="list-style-type: none"> <li>• Information Need</li> <li>• Keywords</li> </ul>
Search	<ul style="list-style-type: none"> <li>• Start</li> <li>• Quality</li> <li>• Specify</li> </ul>
Refine	<ul style="list-style-type: none"> <li>• Target</li> <li>• Social Media</li> <li>• Other</li> </ul>
Review	<ul style="list-style-type: none"> <li>• Relevance</li> <li>• Respect</li> </ul>

