

ICDL Digital Student **INFORMATION & COLLABORATION ESSENTIALS**

Syllabus 1.0



Syllabus Document

**Purpose**

This document details the syllabus for the Information & Collaboration Essentials module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Information & Collaboration Essentials module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Information & Collaboration Essentials

This module sets out the essential knowledge and skills needed to efficiently search for information online, communicate safely, manage your digital footprint, and use collaborative tools.

Module Goals

Successful candidates will be able to:

- Understand key information concepts and how to use device responsibly.
- Define an information need and search efficiently for online information.
- Critically evaluate sources and search results and organise online information.
- Interact and communicate safely online and manage digital footprint.
- Setup online accounts and use collaborative tools such as online storage, social networks, and online meeting applications.

CATEGORY	SKILL SET	REF.	TASK ITEM
1 Information Concepts and Device Use	<i>1.1 Key Concepts</i>	1.1.1	Understand the term information. Be aware that information is increasingly accessed online.
		1.1.2	Outline the advantages of online information like: accessibility, speed, global reach.
		1.1.3	Outline the disadvantages of online information like: difficulty in regulating, dependency on infrastructure, ease of plagiarism.
	<i>1.2 Responsible Screen Use</i>	1.2.1	Identify the potential impact of excessive device use on health and well-being like: reduced sleep, less quality face-to face interaction, less physical activity, poorer eyesight.
		1.2.2	Identify ways to reduce device use like: monitor use, do not use during certain activities (study, meals, bedtime).
2 Information Search	<i>2.1 Efficient Information Search</i>	2.1.1	Identify steps in defining the information need like: identify a topic, determine what type of information is needed, collect background information.
		2.1.2	Be aware that search terms are a set of instructions to a search engine that affect the quality of search results.

CATEGORY	SKILL SET	REF.	TASK ITEM
		2.1.3	Use a search engine to carry out a search using an operator (AND /+, OR, NOT /-).
		2.1.4	Search for a word, term using a reference site like: online encyclopedia, dictionary.
		2.1.5	Use a web tool to translate a web page, text.
	2.2 <i>Evaluating Online Information</i>	2.2.1	Understand the importance of critically evaluating online information to help ensure information is correct and appropriate. Understand the purpose of different sites like: information, entertainment, opinion, sales.
		2.2.2	Outline factors that determine the credibility of a source / website like: author, referencing, up-to-date content.
	2.3 <i>Advanced Search</i>	2.3.1	Identify sources of online information like: e-books, reference sites, online courses, podcasts, videos, audio, animations, data sets, discussion forums, review sites.
		2.3.2	Recognise that online discussion and review sites may have large numbers of diverse participants but they may be open to manipulation, untruthful commentary.
	2.4 <i>Appropriate Content Use</i>	2.4.1	Be aware that some content is free to use, reuse, and adapt subject to conditions.
		2.4.2	Acknowledge sources and/or seek permission as appropriate.
	2.5 <i>Organising Information</i>	2.5.1	Recognise tools to organise online information like: tables, bookmarks, outlines, storyboards, social bookmarking sites.
		2.5.2	Identify structural elements when drafting new information like: introduction, body, conclusion.
3 Online Safety and Digital Footprint	3.1 <i>Safe and Responsible Online Interactions</i>	3.1.1	Recognise the importance of being respectful and appropriate when communicating online.
		3.1.2	Outline potential risks of interacting online like: cyberbullying, grooming, identity theft, inappropriate sharing of personal content, access to inappropriate content.

CATEGORY	SKILL SET	REF.	TASK ITEM
4 Using Online Collaborative Tools	<i>3.2 Managing a digital footprint</i>	3.1.3	Recognise different identity theft methods: vishing, phishing, shoulder surfing.
		3.1.4	Be aware that there may be legal consequences for sharing personal content (images, videos) without permission, posting inappropriate content.
		3.2.1	Understand the terms digital footprint and digital identity and the importance of creating a positive digital footprint and digital identity.
		3.2.2	Understand that digital content, including comments, photos and posts, can be easily shared with a large audience with or without permission and may be difficult to permanently delete.
	<i>4.1 Set up Accounts</i>	3.2.3	Be aware that it is not appropriate to disclose confidential or personal identifiable information on social networking sites.
		4.1.1	Create an account with an online service provider to access applications and services online like: search, storage, word processing, presentations, spreadsheets, email, messaging services, social networks.
		4.1.2	Deactivate, delete/close a user account.
		4.1.3	Understand that information on devices can be synchronised with information from an online account.
	<i>4.2 Online Storage</i>	4.1.4	Log in to, log off from an online account.
		4.2.1	Understand the concept of online storage solutions and identify common examples.
	<i>4.3 Social Media</i>	4.2.2	Share, unshare a file, folder to allow other users to view, edit, own a file, folder.
		4.3.1	Identify social media tools that support online collaboration like: social networks, wikis, forums and groups, blogs, micro blogs, content communities.
		4.3.2	Apply social networking account settings to protect privacy: account privacy, location.
		4.3.3	Find, connect to social media users.
		4.3.4	Use a social media tool to add, remove content like: images, videos.

CATEGORY	SKILL SET	REF.	TASK ITEM
		4.3.5	Use a social media tool to post, reply to a comment.
		4.3.6	Apply social networking account settings to manage connections, stop inappropriate interactions: remove, block, unfollow, report.
	4.4 <i>Online Meetings</i>	4.4.1	Open, close online meeting application. Create a meeting: time, date, topic. Cancel the meeting.
		4.4.2	Invite, uninvite participants, set access rights.
		4.4.3	Start, end a meeting.
		4.4.4	Share, unshare desktop, files in an online meeting.
		4.4.5	Use available chat features in an online meeting.
		4.4.6	Use video, audio features in an online meeting.