



e-learning

Digital Research

The modern working world, shaped by digitalization, confronts us every day with a complex and rapidly changing reality. Our daily need for information is therefore great. At the same time, the amount of information that is constantly available has reached unprecedented proportions. We can find an answer to almost any question on the internet at any time. However, this huge amount of information can also be overwhelming when the number of search results is huge and the available time isn't much. This is why it is so important to deal with the basics of information literacy. This eLearning will guide you in making your internet searches structured and time efficient. Develop an instinct for confidently navigating the internet, an important aspect of digital literacy.

Booking Number: **34257**

Group of participants:
Specialists and managers from all sectors who want to establish basic skills for the digitalized world of work – so-called digital literacies.

Duration: **approx. 2,5 hours**

Language:  

Unit price:
€ 119,- zzgl. MwSt. | € 141,61 inkl. MwSt.

Package prices from 50 licenses on request

Learning objectives

- ✓ Be able to assess the importance of information literacy for your daily life.
- ✓ Integrate suggestions and inputs into your daily work and apply them consistently with the help of checklists.
- ✓ Narrow down what you actually want to search for and put your information needs into words.
- ✓ Choose from different ways to get information.
- ✓ Understand the basic functioning of search engines.
- ✓ Develop a personal search strategy over time and use it to find information in a focused way.
- ✓ Distinguish between the most important types of articles and their purpose or intention.
- ✓ Differentiate between the most important types of articles and their purpose or intention.
- ✓ Critically evaluate the credibility, seriousness and reliability of information on the basis of concrete criteria – regardless of whether it was produced by professional providers or by (non-scientific) private individuals.
- ✓ Recognise false reports as such and know how to deal with them.
- ✓ Decide whether the information you have gathered meets your information needs or whether you need to do further research.
- ✓ Choose from different ways to organize your information.

Contents

- Digital research
 - What will I learn in this eLearning?
 - Why is digital research necessary?
- Starting the search
 - What do I search for?
 - How do I get information on the internet?
 - How do I use search engines efficiently?
- Sifting through results
 - How do I select the information that is right for me?
- Evaluating Information
 - How can I check information for credibility and reliability?
 - What are the advantages and disadvantages of content from individuals or communities?
 - How can I deal with false reports and untruths?
- Completing the search
 - When is my search complete?
 - How can I organize information for myself?



Information on the web
www.haufe-akademie.de/34257



Let us advise you
Tel. +49 761 595339-10 • digitales-lernen@haufe-akademie.de