

### Module 1: Information and Data Literacy

**Main objective:** This module provides information on different aspects of how to find and filter online data and evaluate the reliability of the data. It also provides information on how to store and organize information data in personal devices or cloud services.

Topics:	Learning Outcomes:
<p><b>1. Find and Filter Online Data</b></p>	<p>1.1 Knowledge of which search engines are the most common.            1.2 Ability to choose and set a primary search engine.            1.2 Understand how search engines generally work.            1.3 Skills in refining web searches.            1.4 Knowledge of the basic meaning of source criticism / information evaluation.            1.5 Skills in evaluating the validity and relevance of online information and data.</p>
<p><b>2. Data management</b></p>	<p>2.1 Knowledge of different storage devices and online cloud services.            2.2 Ability to choose appropriate storage devices and online cloud services.            2.3 Skills in setting up an individual organizational system in chosen storage devices and online cloud services.            2.4 Skills in using the individual organizational system, based on the principles of files, data and information being</p> <ul style="list-style-type: none"> <li>• Easy to File</li> <li>• Easy to Find</li> <li>• Reusable</li> </ul>