

**Professional Development Programme**

# INFORMATION LITERACY

The Information Literacy programme covers the fundamental concepts and skills required to locate, search for, evaluate, organise, and communicate online information.

This programme is suitable for students who need to evaluate online research and information to produce high-quality findings. The knowledge gained in this programme can be applied to any topic or area of interest. Information literacy is important to any research or report-creation tasks.

Students will receive an ICDL Certification upon passing the assessment.

**Programme Outline**

- Key information concepts
- Information search
- Information management
- Communicating information

**Objectives**

- Identify the necessary online information to fulfil a particular requirement
- Securely search for online information using search engines and social media platforms
- Critically evaluate information using various criteria
- Recognise the significance of effective information management and organisation
- Plan, write, review, and disseminate online information

**Learning Mode, Duration and Fee**

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,600	RM 1,600	RM 300

**Level**

- Workforce

**Assessment Mode**

Test (upon completion of training)

**Offered at**

INTI International College Penang  
INTI International College Subang

**Intakes**

MAY, SEPT, DEC