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Informational, Methodological, Cognitive and Technological Skills

4. Working in a Network

| 1. Search for Information | 2. Process Information | 3. Present Information |

5. Use ICTs in an Efficient and Responsible Manner
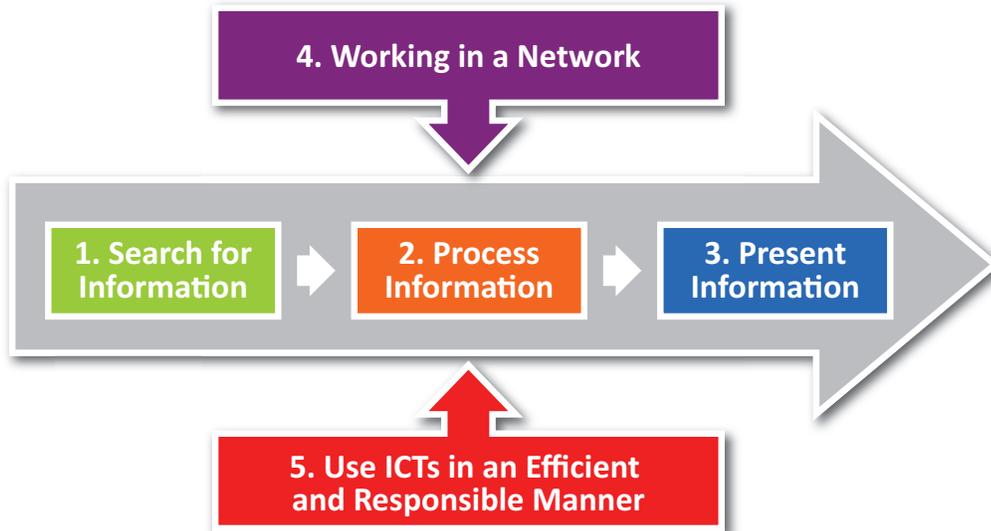
1 — Search for Information

1.1 Plan an Information Search.
- 1.1.1 Identify the objective, content and form of the work to be done.
- 1.1.2 Use available resources and services, in particular those provided by the library.
- 1.1.3 Outline the subject of the research.
- 1.1.4 Select the proper types of documents.
- 1.1.5 Select the appropriate search or monitoring tools.

1.2 Conduct Information Search.
- 1.2.1 Apply appropriate search strategies.
- 1.2.2 Adjust search strategies according to results obtained.
- 1.2.3 Consult the identified documents.

1.3 Evaluate the Quality of Information Found.
- 1.3.1 Assess the validity, reliability, and currentness of information.
- 1.3.2 Assess the credibility, point of view, and objectivity of the author or publisher.

1.4 Organize Documents To Be Saved.
- 1.4.1 Save the mediagraphic references.
- 1.4.2 Save the referenced documents.

2 — Process Information

2.1 Identify Pertinent Elements of Information.
- 2.1.1 Mark and annotate digital documents.
- 2.1.2 Document data, facts, observations, concepts, ideas or reflections.

2.2 Analyze Information.
- 2.2.1 Select the proper type of analysis and appropriate tool for the field of studies.
- 2.2.2 Conduct an analysis of the information.

2.3 Visually Represent Information.
- 2.3.1 Organize the information to be presented.
- 2.3.2 Choose the type and appropriate tools of representation.
- 2.3.3 Perform visual representation of the information.

3 Present Information

3.1 Plan Information To Be Presented.
3.1.1 Select type of presentation and appropriate tool.
3.1.2 Foresee the logistical and technical aspects of the presentation.
3.1.3 Design the production plan.

3.2 Carry Out Production.
3.2.1 Apply proper practices for type of presentation.
3.2.2 Write the content elements.
3.2.3 Produce or adapt audio or video content.
3.2.4 Integrate the content elements into the production.
3.2.5 Cite sources according to the required standard.
3.2.6 Produce a mediagraphy according to the standard.
3.2.7 Improve the quality of the language by using writing tools.

3.3 Highlight Production.
3.3.1 Apply models and styles proposed by the presentation tool.
3.3.2 Improve readability and retrieval of the content.
3.3.3 Revitalize production using functions found within the tool.

3.4 Share Information.
3.4.1 Convert or print the production in an appropriate format.
3.4.2 Make the production accessible for delivery or dissemination.
3.4.3 Design a production using digital media.
3.4.4 Save and archive the production.

4 Working in a Network

4.1 Remote Communications.
4.1.1 Specify the nature and context of remote communication.
4.1.2 Select the appropriate communication tool.
4.1.3 Anticipate the communication's logistical and technical aspects.
4.1.4 Establish communication.
4.1.5 Apply best practices in virtual communication.
4.1.6 Keep track of own communications.

4.2 Content Sharing.
4.2.1 Specify the objectives and context of content sharing.
4.2.2 Select the appropriate sharing tool.
4.2.3 Anticipate the technical aspects of sharing.
4.2.4 Share web elements or content files.
4.2.5 Apply best practices in sharing content.

4.3 Network Collaboration.
4.3.1 Specify the nature and context of network collaboration.
4.3.2 Select the appropriate collaborative environment.
4.3.3 Anticipate organizational and technical aspects of collaboration.
4.3.4 Contribute to the completion of the project.
4.3.5 Apply best practices in network collaboration.
4.3.6 Save the result of the collaborative work.

5 Use ICTs in an Efficient and Responsible Manner

5.1 Master Work Environment.
5.1.1 Master the basic technological tools deemed essential when starting college.
5.1.2 Use the institution's technological environment.
5.1.3 Manage own digital files.
5.1.4 Adopt good work habits when using technology.

5.2 Learn on a Self-Sustaining Basis.
5.2.1 Organize own schedule and tasks.
5.2.2 Explore new software.
5.2.3 Search and use available online learning resources.

5.3 Ensure the Security of Digital Information.
5.3.1 Protect own digital identity.
5.3.2 Secure digital contents.

5.4 Act in an Ethical and Civil Manner.
5.4.1 Comply with copyright and intellectual property laws.
5.4.2 Apply terms of use of information and contents.
5.4.3 Preserve own digital integrity and that of others
5.4.4 Follow the rules concerning the use of technology in own environment.