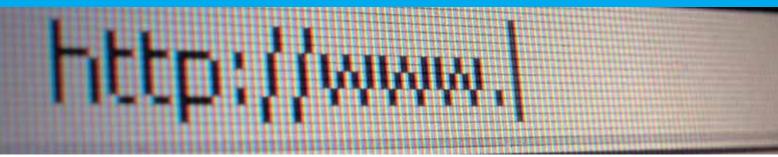


## **Base Module - Online Essentials**

## **Module Summary**



## This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

On completion of this module the candidate will be able to:

- · Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and email.
- · Send, receive e-mails and manage email settings.
- Organise and search emails and use calendars.

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web Browsing Concepts	<ul><li>Key Concepts</li><li>Security and Safety</li></ul>
Web Browsing	<ul> <li>Using the Web Browser</li> <li>Tools and Settings</li> <li>Bookmarks</li> <li>Web Outputs</li> </ul>
Web-Based Information	<ul><li>Search</li><li>Critical Evaluation</li><li>Copyright, Data Protection</li></ul>
Communication Concepts	<ul> <li>Online Communities</li> <li>Communication Tools</li> <li>E-mail Concepts</li> </ul>
Using E-mail	<ul> <li>Sending E-mail</li> <li>Receiving E-mail</li> <li>Tools and Settings</li> <li>Organising E-mails</li> <li>Using Calendars</li> </ul>

# WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to understand the main concepts relating to web browsing and online security.
- Certifies best practice in effective online computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.



#### **HOW DO I GET STARTED?**

To find out more about this module and to locate your nearest accredited test centre, please visit <u>www.ecdl.org/programmes</u>.