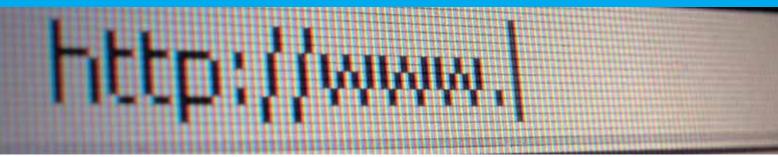


Base Module - Online Essentials

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	Key ConceptsSecurity and Safety
Web Browsing	 Using the Web Browser Tools and Settings Bookmarks Web Outputs
Web-Based Information	SearchCritical EvaluationCopyright, Data Protection
Communication Concepts	 Online Communities Communication Tools E-mail Concepts
Using E-mail	 Sending E-mail Receiving E-mail Tools and Settings Organising E-mails Using Calendars

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>.