



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.

#### 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 [www.icdlarabia.org/modules](http://www.icdlarabia.org/modules).

#### SYLLABUS OUTLINE

| CATEGORY               | SKILL SET   |
|------------------------|---|
| Web Browsing Concepts  | <ul style="list-style-type: none"> <li>• Key Concepts</li> <li>• Security and Safety</li> </ul>   |
| Web Browsing           | <ul style="list-style-type: none"> <li>• Using the Web Browser</li> <li>• Tools and Settings</li> <li>• Bookmarks</li> <li>• Web Outputs</li> </ul>                                   |
| Web-Based Information  | <ul style="list-style-type: none"> <li>• Search</li> <li>• Critical Evaluation</li> <li>• Copyright, Data Protection</li> </ul>   |
| Communication Concepts | <ul style="list-style-type: none"> <li>• Online Communities</li> <li>• Communication Tools</li> <li>• E-mail Concepts</li> </ul>  |
| Using E-mail           | <ul style="list-style-type: none"> <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> |

