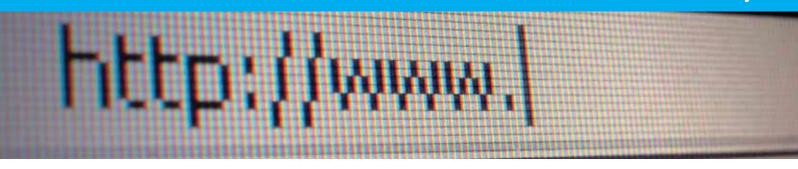


Base Module - Online Essentials

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.

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.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web Browsing Concepts	Key ConceptsSecurity and Safety
Web Browsing	Using the Web BrowserTools and SettingsBookmarksWeb Outputs
Web-Based Information	SearchCritical EvaluationCopyright, Data Protection
Communication Concepts	Online CommunitiesCommunication ToolsE-mail Concepts
Using E-mail	 Sending E-mail Receiving E-mail Tools and Settings Organising E-mails Using Calendars

