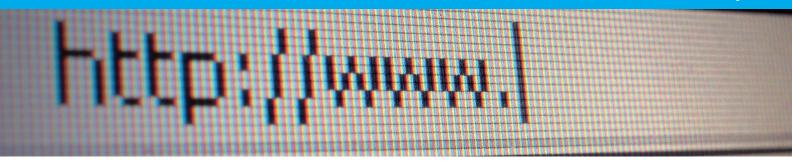


## **Base Module - Online Essentials**

# **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 icdl.org/programmes.

#### **SYLLABUS OUTLINE**

## **CATEGORY SKILL SET** Web Browsing **Key Concepts** Security and Safety Concepts Using the Web Browser Tools and Settings Web Browsing · Bookmarks Web Outputs · Search Web-Based · Critical Evaluation Information Copyright, 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**

