

Module overview – Online Essentials

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

Using online tools and services to find information and to communicate is a key part of day-to-day working life. The skills and knowledge that underpin these activities are covered in the Online Essentials module, which focuses on browsing, searching, and communicating

Module Outline

Category	Skill set
Web browsing concepts	<ul style="list-style-type: none"> • Key concepts • Security and safety
Web browsing	<ul style="list-style-type: none"> • Using the web browser • Tools and settings • Bookmarks • Web outputs
Web-based information	<ul style="list-style-type: none"> • Search • Critical evaluation • Copyright, data protection
Communication concepts	<ul style="list-style-type: none"> • Online communities • Communication tools • E-mail concepts
Using e-mail	<ul style="list-style-type: none"> • Sending e-mail • Receiving e-mail

- Tools and settings
- Organising emails
- Using calendars
- Introducing files and folders

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.

Learning outcomes

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.

Training Duration

16 hours

Medium of Instruction

Instructor Led Class

Certification

Successful trainees will receive the internationally recognised ICDL Certificate upon completion of the course