

# Online Essentials Level 1

## Module Goals

This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail. Successful candidates will be able to:

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, 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 e-mail.
- Send, receive e-mails and manage e-mail settings.
- Organise and search e-mails and use calendars.

## Module Chapters

1. Web Browsing Concepts
2. Web Browsing
3. Web Based Information
4. Communication Concepts
5. Using Email

## Additional Course Information

Estimated learning time: 15 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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## Progression Options

### Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

### Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Presentations Level 1

Improving Productivity Using IT Level 1



## Rewards Training

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