TECHNICAL EDUCATION ACADEMY

School of Computer Science

COURSE PROGRAMME

000230

ITES004 - Online Essentials

Develop the skills needed to use the internet and email to find and share information.



Learn from the Best in the Business!

Course overview

Foundation level

Why take this course

Develop the skills needed to use the internet and email to find and share information. The Online Essentials module covers the main concepts and skills needed to use the internet and email – including web browsing, effective information search, and online communication.

Using online tools and services to find and share information is an important part of working life. This module develops the skills and knowledge that support these activities, focusing on browsing, searching, and communicating.

Successful candidates will be able to use computers and devices to carry out essential everyday tasks. After passing this module, candidates will be familiar with computer operating systems and their peripherals and software.

Who it is for and how it helps

This module is suitable for a wide range of candidates who want to access and use the internet effectively and securely.

What you will learn

- 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.

Pre-course requirements

- Understanding basic computer skills

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000230 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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