




Course Code	How will I do this course?	Level	How long will this course take?
100756IC004	You can choose to learn over the Internet or combine using a CD-ROM with the Internet*	One	15 hours


This course can help you work towards a formal assessment for a recognised qualification: OCR New CLAIT

**If you have a slow internet connection, we recommend you use the combined internet and CD-ROM to get the most out of this course. If you have a faster connection, such as Broadband, you may prefer to learn online without the need for the CD-ROM*

Is this the right course for me?

This is a great course if you want to learn how to use e-mail and the Internet for work or for pleasure.

Description

IT1 Electronic Communication gives an excellent, hands-on introduction to the basic skills you need to send and receive email and use the Internet.

You'll be shown how to use email to keep in touch with colleagues or friends around the world. You'll learn how electronic communication works and how to create, edit, save, send and read email. As your confidence grows, you'll also learn more advanced techniques, such as adding attachments, maintaining an Address Book of contacts and saving and printing email.

The second part of the course concentrates on the Internet – you'll learn how to search the web to find information, how to navigate around a website and how to purchase goods and services online.

A series of handy printouts and practice exercises throughout the course will ensure you have understood all the learning.

What will I learn?

On completion of this course you will be able to:

- Understand how email, the Internet and the World Wide Web work
- Use Microsoft Outlook Express to send and receive email
- Save and print email
- Send email attachments
- Set up and manage an Address Book
- Visit websites using Microsoft Internet Explorer
- Search a website and fill out online forms
- Save and print web pages
- Use a search engine and save your favourite websites
- Buy goods online safely and securely
- Apply your new skills to complete the final course activity

What skills do I need to go on the course?

You should have some experience of using a computer and ideally have completed the IT For Life course – IT1 Using Your Computer.

Course modules

- Understanding Electronic Communication
- Planning and Arranging a Day Out
- Keeping in Touch with Friends
- Shopping on the World Wide Web

Version 1 May 2005