

Duration: 11 hours

Course level: Introductory

Delivery method: Online

Introduction

In less than two decades, electronic communication has revolutionised business communication. An effective working knowledge of the internet and email is essential for everyone using computers today.

The ECDL (European Computer Driving Licence) is one of the most widely recognised computing qualifications. It's made up of seven separate sections, which together lead to the ECDL qualification, a certificate recognised by both public and private sector organisations.

This seventh course provides users with the skills needed to access the internet and start using email, and sit for the relevant part of the ECDL qualification.

Who is the course for?

ECDL 7 – Electronic Communication is for people who are new to using the internet and email. There are no entry requirements, but ideally, users will have already completed the first two ECDL courses.

Those interested in working towards the ECDL qualification can buy all seven courses in a single ECDL bundle. This works out nearly £60 cheaper than buying each course separately. The required assessments for the qualification must however be purchased separately from an approved ECDL test centre. To pass the ECDL qualification, tests must be passed for all seven modules.

To get the most from this course access to Microsoft Outlook is advised. Those wishing to focus on a particular version of Microsoft Outlook may wish to choose from **Outlook 2000**, **Outlook 2003** and **Outlook XP** courses, although these courses do not link to the ECDL qualification.

What will you get from this course?

When you have completed this course, you will be able to:

- launch Internet Explorer
- download sound, video and text files
- browse the web
- download software
- use search engines
- send and receive email
- distinguish between the internet and the world wide web
- copy, paste and print out text and images from web pages
- organise, manage and secure your email
- protect your computer from viruses.

Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

With clear instructions and lots of opportunities to practise new skills for yourself, this course will move you from novice to confident user in ten easy-to-follow modules.

Real-life scenarios and interactive activities make learning relevant and enjoyable. Each module includes exercises to help consolidate your learning and check that you're ready to move on.

The course finishes with an interactive project which you can complete in your own time. The project is based on realistic situations and gives you the opportunity to try out your new skills.

Course modules

- Getting Started on the Web
- Browsing the Web
- Finding Information on the Web
- Collecting Data and Files from the Web
- Shopping Online
- Getting Started with Email
- Creating Outgoing Email
- Working with Incoming Email
- Organising Your Email
- Email at Work

Does the course lead to a formal qualification?

This course, in conjunction with the six other courses featured in the ECDL Skills Suite, can be used to work towards the ECDL qualification. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

Other courses you might be interested in

ECDL 1 – Concepts of IT
ECDL 2 – Using Your Computer
ECDL 3 – Word Processing
ECDL 4 – Spreadsheets
ECDL 5 – Databases

ECDL 6 – Presentations
Legalities of e-Commerce
e-Marketing
Building Blocks for e-Business
Keyboard A-Z (KAZ)

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