



**Pro-Active College™**  
FREEDOM THROUGH KNOWLEDGE

## ICDL ONLINE ESSENTIALS

This skills programme provides the learner with the skills to navigate the online environment and use email facilities at an intermediate level.

### Programme Outcomes

On completion of this skills programme, learners 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; and
- organise and search emails and use calendars.

### TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who have basic computer skills and want to learn how to use Internet browsers and email applications effectively and efficiently;
- individuals who currently perform tasks using the Internet and email and want to strengthen or expand their knowledge; and
- individuals who believe they already have most of the skills or knowledge taught in this course, but would like to obtain international certification.

### BENEFITS

The benefits of this skills programme include:

- improved efficiency in using the Internet to access and obtain information securely; and
- improved efficiency in utilising email as a communication tool.

### ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

## Contact Us

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## ENTRY REQUIREMENT

It is assumed that learners accessing this skills programme:

- are competent in communication (NQF level 2); and
- possess basic computer skills.

## DURATION

Two day practical contact session.

## ASSESSMENT

Learners will be assessed through completing a practical test.

# Programme Outline

## Learning Unit One Web Browsing Concepts

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- Key concepts
- Security and safety

## Learning Unit Two Web Browsing

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- Using the web browser
- Tools and settings
- Bookmarks
- Web outputs

## Learning Unit Three Web-Based Information

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- Search
- Critical evaluation
- Copyright
- Data protection

## Learning Unit Four Communication Concepts

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- Online communities
- Communication tools
- Email concepts

## Learning Unit Five Using Emails

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