



## ICDL - Module 7 - Information and Communication

Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 7 - Information and Communication
Content Provider:	Software Educational Resources Limited (SERL)

### Overview

Information and Communication, is divided in two sections. The first section, Information, requires the student to understand some of the concepts and terms associated with using the Internet, and to appreciate some of the security considerations. The student shall also be able to accomplish common Web search tasks using a Web browsing application and available search engine tools. He or she shall be able to bookmark Web sites, and to print Web pages and search outputs. The student shall be able to navigate within and complete Web-based forms. In the second section, Communication, the student is required to understand some of the concepts of electronic mail (e-mail), together with having an appreciation of some of the security considerations associated with using e-mail. The student shall also demonstrate the ability to use e-mail software to send and receive messages, and to attach files to mail messages. The student shall be able to organize and manage message folders/directories within e-mail software.

### Content Outline

<b>Basic Concepts</b> <ul style="list-style-type: none"><li>• Internet Overview</li><li>• The World Wide Web</li><li>• World Wide Web Terminology</li><li>• Other Internet Services</li><li>• Website Layout</li><li>• Connecting to the Internet</li></ul>	<b>Email Basics</b> <ul style="list-style-type: none"><li>• What is Email?</li><li>• Issues with Email</li><li>• Email Etiquette</li></ul>
<b>Internet Explorer</b> <ul style="list-style-type: none"><li>• Starting Internet Explorer</li><li>• The Internet Explorer Screen</li><li>• Toolbars</li><li>• Exiting Internet Explorer</li></ul>	<b>Outlook Express</b> <ul style="list-style-type: none"><li>• Starting Outlook Express</li><li>• The Outlook Express Screen</li><li>• Different Views in Outlook Express</li><li>• The Inbox Headings</li><li>• Exiting Outlook Express</li></ul>
<b>Websites</b> <ul style="list-style-type: none"><li>• Search Engines</li><li>• Navigating a Website</li><li>• Loading Issues</li><li>• The Browser Home Page</li><li>• Saving Web Page Content</li><li>• Printing a Web Page</li><li>• Downloading Files</li><li>• Completing Forms</li></ul>	<b>Email Messages</b> <ul style="list-style-type: none"><li>• Sending an Email</li><li>• Signatures</li><li>• Reading an Email</li><li>• Replying to an Email</li><li>• Searching and Marking</li><li>• Selecting and Deleting</li></ul>
<b>Exploring Further</b> <ul style="list-style-type: none"><li>• Favorites</li><li>• Browsing History</li><li>• Help</li></ul>	<b>Advanced Features</b> <ul style="list-style-type: none"><li>• Attachments</li><li>• Sending Copies</li><li>• Drafts</li><li>• Address Book</li><li>• Copying and Moving</li></ul>
<b>Searching</b> <ul style="list-style-type: none"><li>• Search Engines</li><li>• Basic Searching</li><li>• Good Search Techniques</li><li>• Defining Search Requirements</li><li>• Advanced Search Forms</li></ul>	<b>File Management and Help</b> <ul style="list-style-type: none"><li>• Help</li><li>• Email Management</li><li>• Sorting</li></ul>
	<b>Security</b> <ul style="list-style-type: none"><li>• Internet and Email Threats</li><li>• Secure Web Sites</li></ul>

### Certification/Qualifications

This ICDL module prepares students to sit the 'Information and Communication' external assessment. See <http://www.icdl.gen.nz/> for more information.

### Suggested Learning Hours

Estimated time for completion of the 'Information and Communication' module is twenty (20) hours.