

# ECDL – Electronic Communication

**Course length:** 11 hours\*

**Course Code:** 104080BT007

**This course will give you a range of new skills to help you produce more professional business documents.**

**It can help you to work towards formal assessment for the nationally recognised ECDL qualification.**

## Benefits for the Learner

If you are new to Electronic Communication, this course has been designed to give you all the basic skills you need to use the Internet to navigate around the World Wide Web and to send and receive e-mails.

By the time you've completed the course, you'll have a much better understanding of what the Internet is and how to use it. You'll learn how to browse the Web, how to find information and how to collect data and files from the Web. You'll also become confident at creating, sending, receiving and organising e-mails.

## Benefits for the Business

The Internet, the Web and e-mail have transformed the way in which businesses communicate with their employees, their suppliers and their customers. Unless all your staff are up to speed with electronic communication, your business risks being left behind.

This course is designed to deliver key skills to new users of the Internet. It will enable them to harness the potential of electronic communication to improve their day-to-day efficiency and effectiveness.

## What You Get From This Course

Having completed this course, you will be able to:

- Browse the Web
- Use a search engine
- Download files from the Web
- Send and receive e-mail
- Attach files to e-mail
- Protect a computer from viruses

## What Does the Course Cover?

- 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 e-mail
- Creating outgoing e-mail
- Working with incoming e-mail
- Organising your e-mail
- E-mail at work

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

\*Courses are accessible for six months from the date of purchase.