Use, Communicate and Search Securely on the Internet

Internet Explorer 9 and Microsoft Outlook 2010

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**	The skills and knowledge acquired in *Use, Communicate and Search Securely on the Internet ICAICT103A* are sufficient to be able to access the Internet, search for specific information on the Web, send and receive emails, and safely download and print data.
❖ **Learning Outcomes**	At the completion of this course you should be able to:

➢ display a broad understanding of the *Internet* and its components
➢ understand and conduct effective searches of the *Internet*
➢ use the *Internet* with a good awareness of security issues
➢ start *Outlook 2010* and navigate the various features
➢ create and send email messages
➢ receive emails in your *Inbox*
➢ work effectively with junk email
➢ use online researching resources
➢ conduct an online transaction
➢ understand and work with some of the more advanced search tools and aids

❖ **Target Audience**	This unit applies to people who require basic IT literacy skills to access the Internet, communicate using email, and research the Web, in a small office environment, such as hospitality industry, real estate office, medical centre, and school office.
❖ **Prerequisites**	This unit assumes little or no knowledge of computing.
❖ **Pages**	162 pages
❖ **Student Files**	Some of the topics in this unit require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF903*.
❖ **Includes**	This *Unit Workbook* includes:

✓ Competency unit mapping
✓ Complete and comprehensive learning resources

❖ **Formats Available**	❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence
	❖ Available also as a *Reference Booklet* (Product Code: *RB - INF903*)

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Product Information

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