

**02 Days – Perform Essential Online Functions (16 hrs)
(ICDL Certification)**

Course Duration	16 Hours	Course Fee Full Fee: \$360	Subsidy & Nett Fees Please refer to page 2	Mode of Training Classroom
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Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 45 minute online assessment at the end of the course.

Entry Requirement Primary education without PSLE/PSPE Certificate or their equivalent

Course Objective This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

On completion of this module candidate will be able to:

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, 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 e-mail.
- Send, receive e-mails and manage e-mail settings.
- Organise and search e-mails and use calendars.

Course Outline **Section 1 – Web Browsing Concept**

Understand the terms:

- WWW
- URL
- .org, .edu, .com, .gov

Common web browser
Security and Safety – Protect yourself

- Purchases
- Avoid Disclosure of personal and financial information

Encryption
Secure website
Https
Lock symbol
Digital Certificate
Control internet use

Section 2 – Web Browsing

Open, close web browsing application
Enter URL address
Refresh page
Hyperlink
Navigation
Show history
Complete and submit web based form
Web tool to translate
Understand pop-up, block, cookies
Add, delete bookmark/favorites
Save files to a location
Copy text, image
Preview and print a web page
Select print options

Effective from 01/01/2022



Section 3 – Web-Based Information

Search engines
Keyword
Phrase
Advanced search
Web based encyclopedia
Dictionary

Section 5 – Online Communities

Social Networking websites
Users share and publish contents
Protect yourself
Define Instant Messaging (IM)
Short Message Service (SMS)
Multimedia Message Service (MMS)
Good practice

Section 4 – Critical Evaluation

Evaluating online information
Credibility of a website
Target audience
Copyright
Intellectual property
Acknowledge sources
Seek permission
Data protection rights

Section 6 – E – Mail (Part 1)

Uses
Structure
Problems
File attachment
Cc, Bcc
Email infecting
Phishing

Section 7 – E- Mail (Part 2)

Sending
Receiving
Email signature
Turn on /off automatic out of office reply
Marking and Flagging
Contract distribution list
Mailing list

Section 8 – Organising E – Mails

Using Calendars
- Update meeting
- Add invites
- Accept
- Decline an invitation

Subsidy

02 days – Perform Essential Online Functions (16 hrs) (ICDL Certification) TGS-2014500579		
	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$360.00	\$360.00
SkillsFuture Funding	\$252.00	\$180.00
Total Gross Fee	\$108.00	\$180.00
GST 7%	\$25.20	\$25.20
Skillsfuture Credit Deduction/Cash	\$133.20	\$205.20

Participant need to pass the test to get subsidy

Eligible for Claim Period: 15 July 2014 - 20 Oct 2023

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory.

