



## LONDON CAPITAL COMPUTER COLLEGE

### Advanced Diploma in Information Technology (104) – Email Communication & Internet Technology

<b>Prerequisites:</b> Good knowledge of file management.	<b>Corequisites:</b> A pass or higher in Diploma in Information Technology or equivalence.
<p><b>Aim: Email (Outlook):</b> This course provide introductory, intermediate and advanced level training using Microsoft Outlook. Candidates will be introduced to the features and capabilities of Outlook including: learning to manage contact information, creating reminder notes, managing the calendar, managing a task list, working with categories, preparing outgoing messages, handling incoming messages, integrating Outlook Mail with other tools and applications. The intermediate features of Outlook include: advanced features of managing e-mail, including using signatures and sorting inbox, planning meetings and assigning tasks, creating and editing notes, customising Outlook to meet user needs and integrating Outlook with Word. The advanced features of Outlook include: overview of Calendar features; including scheduling, editing and deleting appointments and events, recurring appointments and events, setting reminders, calendar views, printing options and advanced options.</p> <p><b>Internet Explorer:</b> This course provide candidates with an introduction to the concept of the Internet and the opportunity to gain a broad understanding of how the World Wide Web works. Candidates will become proficient at using the Internet Explorer browser, learning how to search for, find and access information on the Web using a variety of different software tools. They will be able to communicate information with others by means of Internet e-mail and newsgroups.</p>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Recommended textbooks and lecture notes.
<b>Special Requirements:</b> This is a hands-on course, hence practical use of computers is essential. Requires intensive lab work outside of class time.	
<p><b>Intended Learning Outcomes:</b></p> <p><b>Outlook</b></p> <p>1. Demonstrate how to navigate the Outlook desktop information management program.</p> <p>2. Analyse the Mail module of Outlook.</p>	<p><b>Assessment Criteria:</b></p> <p><b>Outlook</b></p> <p>1.1 Demonstrate how to use the basic navigation tools including menus, toolbars, and various display panes.</p> <p>1.2 Work with the Notes module to create several electronic sticky notes and organise them by color and category for future retrieval.</p> <p>1.3 Look at other additional methods of viewing information and navigating within Outlook, using the Outlook Today, Folder List, and Arrange By features.</p> <p>1.4 Discuss how to use the Help facility in Outlook</p> <p>2.1 Demonstrate how to send e-mail messages and perform basic tasks.</p> <p>2.2 Demonstrate how to create a message and use message options from within Outlook.</p> <p>2.3 Demonstrate the various ways of handling an e-mail messages: reading and working with the Inbox feature</p> <p>2.4 Demonstrate responding to an existing e-mail by sending to a recipient other than the original sender.</p>

Tel: 0044 7423211037




Email: [info@londoncomputercollege.co.uk](mailto:info@londoncomputercollege.co.uk) Website: [www.londoncomputercollege.co.uk](http://www.londoncomputercollege.co.uk)

Registered No: 3267009 (England)

<p>3. Analyse the Contacts module of Outlook.</p> <p>4. Analyse the Tasks and Calendar modules of Outlook.</p>	<p>2.5 Demonstrate how to file messages and work with the Folder List feature in Outlook.</p> <p>3.1 Demonstrate how to use the Contacts module by creating and editing a group of contact names.</p> <p>3.2 Work with the various ways of viewing contact information.</p> <p>3.3 Demonstrate how to create and use a distribution list to send e-mail messages simultaneously to a group of people using Outlook.</p> <p>4.1 Demonstrate how to use the Tasks module by creating and editing a group of tasks.</p> <p>4.2 Worked with the various ways of displaying task information.</p> <p>4.3 Demonstrate how to create and edit appointments by using the Calendar module.</p>
<p><b>Internet Explorer</b></p> <p>1 Navigate the Internet using the Internet Explorer browser.</p> <p>2 Demonstrate how to customize the default settings of the Internet Explorer browser.</p> <p>3 Demonstrate how to save Web content offline using the Internet Explorer browser.</p> <p>4 Perform interoperability functions with other software packages using the Internet Explorer browser.</p>	<p><b>Internet Explorer</b></p> <p>1.1 Describe how to use basic navigation tools to visit Web sites and move between the pages of the sites.</p> <p>1.2 Work with the key functions of the Standard Buttons toolbar—including the Search button, which allow searching for Web sites based on criteria</p> <p>1.3 Describe the Favorites and History buttons</p> <p>1.4 Demonstrate how to use the Help feature in Internet Explorer.</p> <p>2.1 Describe how to change the default homepage to a Web site of your choice.</p> <p>2.2 Work with various methods of changing the screen size from Full Screen mode to adjusting window pane widths.</p> <p>2.3 Describe how to add new buttons to both the Links bar and Standard Buttons toolbar.</p> <p>2.4 Demonstrate how to change the security settings on the Internet security zones using Internet Explorer.</p> <p>3.1 Describe how to save a Web page in different formats that could later be retrieved offline.</p> <p>3.2 Work with the Offline Favorite Wizard, which allow you to manually or automatically update content from your favorite Web sites.</p> <p>3.3 Demonstrate how to print content from the Internet using Internet Explorer.</p> <p>4.1 Learn how to send a hyperlink and a Web page via e-mail.</p> <p>4.2 Learn how to perform a Windows Update using Internet Explorer.</p>

<p><b>Methods of Evaluation:</b> A 3-hour essay written paper with 5 questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Internet Explore &amp; Outlook with a weighting of 100%.</p>	

### **Recommended Learning Resources: Email Communication & Internet Technology**

<p><b>Text Books</b></p>	<ul style="list-style-type: none"> <li>• Total Workday Control Using Microsoft Outlook, 2nd Ed. by Michael Linenberger. ISBN-10: 0974930423</li> <li>• Microsoft Office Outlook 2007 Inside Out by Jim Boyce, Beth Sheresh and Doug Sheresh. ISBN-10: 0735623287</li> <li>• Microsoft Internet Explorer: Introductory Concepts and Techniques by Thomas J. Cashman, Steven G. Forsythe and Gary B. Shelly. ISBN-10: 0619202165</li> <li>• Internet Explorer One Step at a Time by CRAIG. ISBN-10: 0764531042</li> </ul>
<p><b>Study Manuals</b></p> 	BCE produced study packs
<p><b>CD ROM</b></p> 	Power-point slides
<p><b>Software</b></p> 	Microsoft Outlook