



Sistema Qualità Certificato
in conformità alla norma
UNI EN ISO 9001:2000.
Certificato n° SQ.41823.

Certified Quality System
in compliance with the standard
UNI EN ISO 9001:2000.
Certificate n° SQ.41823.

ENGLISH AND INTERNET FOR BUSINESS MANAGEMENT

DURATION & METHODOLOGY	250 HOURS 50 CLASSROOM HOURS 200 ELEARING HOURS
PRE-REQUISITES	None
COURSE OBJECTIVES	Provide the participants with the skills to effectively use New Technologies and English in their work
BENEFICIARIES	30 companies in the Massa Carrara Province
CLASSROOM TYPE	Classroom and IT laboratory
LANGUAGE OF LESSONS	Italian

MODULE 1	INTERNET AND E-MAIL
	Internet Explorer Menus Principal search engines and their effectiveness Configuration of a Provider Managing an Internet e-mail account Outlook Express Configuration of an e-mail account Message management Address book
MODULE 2	E-COMMERCE
	Marketing through the Internet Business to Business Company website Promotion of a website
MODULE 3	ENGLISH FOR THE TOURIST INDUSTRY
	Formal and informal communication Understanding English Communicating in English effectively Holding a telephone communication Reading and Writing