

# Internet & Email Workshop

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## **Class Objective:**

The scope of this workshop is to include information and instruction on a variety of email and internet tools currently available for users and develop safe and efficient skills while utilizing the internet. Participants will develop an understanding of the variety of tools available on the internet for research, commerce and social networking. A basic knowledge of copyright issues will be covered as well as the development of safe and secure habits for internet usage. Various types of communication will be covered, including email, webmail, blogging and social networking. Also covered will be the basic ins and outs of how to obtain access to the internet and email, either on a personal computer (obtaining an ISP) or in a shared community access lab (such as at Transitional House or the Public Library).

## **Benefits:**

Upon completion of this workshop, the participants will have:

- Developed an independent ability to work on the Internet in order to efficiently find information/searching skills
- Developed an independent ability to utilize the Internet in various forms of communication and social networking
- Developed an understanding of safety habits for utilizing the internet and email
- A working knowledge to know how to obtain access to the internet and set up a personal account, such as an email client; a webmail account; a blog.

## **Weekly Class Structure:**

- Each class will be divided into two (as equal as possible) segments with a 10 – 15 minute break at mid point.
- These two segments will be approximately one hour and twenty minutes each.
- Each segment will begin with a topic and an overview of what is to be learned followed by an in-class project with clear instructions for successful completion. Students will then be able to work at their own pace to accomplish the project, while the instructor provides as much one-on-one assistance as possible.

## **Weekly Schedule:**

### **Class 1: *Overview of Internet Browsers and Email Clients***

- Understanding various terms and language common to the internet community, knowing how and when to use which
- Understanding various protocols and knowing when to use which
- Basic elements & navigation common to all Browsers
- Types of E-mail clients and which is the best choice for you (Email vs. Webmail)
- What is required to have your own account (either of above)

### **Class 2: *Basic Searching***

- Search Engines, Subject Directories & Mega searchers
- Basic Search Tips
- Developing effective searching strategies

### **Class 3: *Finding Information Resources on the Web***

- How to find, evaluate and use various online Information Resources
- Introduction to Boolean Logic

### **Class 4: *Electronic Commerce***

- Types of Commerce on the Internet
- Specialized terminology and understanding protocols and visual clues
- Buying on the Internet, Selling on the Internet
- Electronic Banking and other Secure Transactions

### **Class 5: *Social Networking***

- Types of Social Networks on the Internet
- Evaluating which Social Network might be right for you
- Blogging
- Sharing photos, music and other information

### **Class 6: *Security on the Internet***

- Developing smart and safe habits on the web
- Basics of security threats and countermeasures
- Saving all work to a DVD: formatting and burning
- Class Assessment
- Graduation