

# eSkills

## Using the Internet

### Course Objectives

This hands-on course introduces students to the fundamentals of the Internet, and demonstrates what it can do for them. Students will learn about the technology behind the Internet, how to connect to it, and how to take advantage of its key components. This course is for Internet Beginner or for anyone who would like to know more about the Internet

**Duration:** 4 Days

### Prerequisites:

Familiar with computers and windows operating system

### Who Would Benefit:

Ideal for both new users and those who want to relearn the fundamentals of the Internet

### Course Content

- What is the Internet
- Networks
- Connecting to the Internet
- Domain Names
- Internet Tools
- Surfing the Internet
- Search Engines
- Browser Management
- Emails
- FTP
- Chatting programs

## eCommunication Tools

### Course Objectives

Email is much more than sending information back and forth. This eCommunication tool can change your entire organization. Email can affect how you communicate, where you work, what you do and even when you do it. This course will help you harness the power of email and show you ways to optimize your email use for maximum productivity and success. Participants will learn the fundamentals of using Outlook 2002 to coordinate mail, appointments, events, and meetings. Participants will learn how to initiate, accept and participate in online meetings using different features of NetMeeting as well as learn the basics of audio and video conferencing using NetMeeting

**Duration:** 4 Days

### Prerequisites:

Participants attending this course should have attended the "Using the Internet" course, or have equivalent knowledge.

### Who Would Benefit:

This course is specifically targeted to individuals who use email for their personal correspondence or while doing their jobs; managers and business leaders who want to maximize business opportunities and strengthen their organization as a whole

### Course Content

- Using Mail
- Arranging Messages and Applying Rules
- Customizing the Outlook Environment
- Using Templates and Forms
- Working with Appointments and Events
- Scheduling and Managing Meetings
- Internet and Remote Mail Options
- Communicating on the Internet with NetMeeting

## Advanced Internet Search Strategies

### Course Objectives

The aim of this course is to provide users of the Internet with the tools and information that are needed to search more effectively. This course reviews searching techniques both with and without search engines and covers more specialized areas such as mailing lists, newsgroups, intelligent search agents, finding people and images and offers additional hints and tips for better and quicker searching. The course is continually updated to include the latest Information, details of new search engines and enhancements to existing ones and coverage of new resources. The techniques and approaches described in this course can be applied to all subject areas.

**Duration:** 2 Days

### Prerequisites:

Participants attending this course should have attended the "Using the Internet" course, or have equivalent knowledge.

### Who Would Benefit:

It is suitable for lecturers from any subject area, librarians and learning resources centre staff, students, researchers, administrators, marketers, computing staff and any individual who want to improve his searching skills.

### Course Content

- Introduction to search tools and how they work
- Limitations of search tools
- Simple and advanced searching techniques
- Finding people and biographies
- Searching for images
- Limiting your search
- Usenet, newsgroups, mailing lists and eJournals
- Meta-search tools and software, "intelligent" agents
- Virtual libraries, evaluated listings, portals
- Assessing the quality of the information that you find

## Safe Web Surfing

### Course Objectives

The course will show you how to check computer terminals to see the web sites which have been accessed, and how to prevent access to certain sites. It also will help you draft policies and procedures for employees using the World Wide Web, a sensible precaution which all organizations should have in place.

**Duration:** 2 Days

### Prerequisites:

Participants attending this course should have attended the "Using the Internet" course, or have equivalent knowledge.

### Who Would Benefit:

All individuals and managers of organizations whose employees have access to the World Wide Web.

### Course Content

- The Advantages of Personal and Network Firewalls
- Viruses and Virus Scanners
- Configuring Web Browsers for Optimal Security
- Internet "Cookie" Files
- Java Applets, ActiveX and Java Script
- Browser Plug-Ins and Customized Options
- Understanding File Extensions
- Online Privacy

## IT for Non-IT Executives

### Course Objectives

This course helps non-technical managers identify critical strategic issues in today's environment to rapid technology change. They learn what it means to be an information-based organization and how IT-enabled processes add value to their organization. They learn where IT is going, where it fits into their organizations and how to govern it. Participants will come away with a senior manager's perspective on the most important IT issues of the day. And they leave with a clear sense of their own role in streamlining company performance through technology

**Duration:** 3 Days

### Prerequisites:

None, but some exposure to IT terminology will help participants get more from the course.

### Who Would Benefit:

This is developed for managers, corporate strategists and seniors seeking to better understand their role in IT oversight and management, including: Directors, Executives, Strategic Planners, and other non-technical senior managers who oversee or benefit from the IT function.

### Course Content

- Business value of IT
- Impact of technology on management
- IT role in organizations
- Internet fundamentals - Key terms
- Evolution of IT - From mainframe to thin client
- IT Infrastructure
- Key IT players
- Enterprise Applications