

# MSC Computer Training

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## Training Course Specification

### Course: Introduction to the Internet and email

#### Duration: 3 hours

**Aims and Objectives of the workshop**

Delegates will learn the basics of a computer and will be able to navigate around a computer using the keyboard and mouse.

At the end of the workshop delegates will feel confident about using a computer

**Who should attend:**

People who know little or nothing about a computer

**Experience needed:**

No prior experience of computers is required

## <sup>1</sup>COURSE CONTENT:

### The Internet

- What is the internet?
- How does email work?
- How do I search for things on the internet
- How do I purchase goods on the Internet safely?
- Setting up an email account
- Could I use a programme such as Outlook to view my emails?
- What is an Anti virus programme and a firewall
- How do I know that my computer is safe from hackers?
- What is E-bay?
- What is a search engine?
- How do I set up an internet link?
- What is broadband?
- What is a Dongle?
- What if I have problems with my computer?

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<sup>1</sup> You can choose from the list to create your own course