

Course Overview

Number of Units: 6 Units

Estimated time: 3 - 5 weeks or 9 - 15 hours

OALCF Levels: A1.2, A3, B3.1a-2a, B3.1b, D.1-2

Suggested Milestones: 14, 27 or 29, 28, 54 or 55

Course Description

Learn the basics when using the Internet and email. Discover how to search the world wide web to access information on local weather and news. You will be introduced to commonly used terms, the difference between a web browser and a search engine, how to use the favorites tool, some tips when printing information from the Internet, an introduction to popular social media networks and tips for staying safe on the Internet. You will practice basic email use and learn how others may interpret your email messages. This course will take your basic Internet use and email skills to the next level!

Summary of activities: Reading, Quizzes, Activities, Videos and optional Tutorials.

Unit 1: Introduction to the Internet

In this unit you will learn what the Internet is and look at a brief history of how and why it was developed.

Unit 2: Your Browser and Searching

This unit introduces you to some commonly used web browsers as well as some Internet search tips. You will try some activities for searching the web.

Unit 3: Saving Information

This unit shows you how to add websites to a bookmark or your favorites list. It also shares some helpful tips for saving and printing information from the Internet. Saving an image to your computer will be demonstrated.

Unit 4: Using your email

In this unit you will learn about email and practise creating, sending, receiving and replying to messages. You will learn how to add attachments, use spell check, organize messages using folders and add people to an email using contacts.

Unit 5: Internet Safety

In this unit you will learn about Internet safety and how to protect your personal information online. Some tips for online banking, shopping and using anti-virus protection software will be covered.

Unit 6: Social Media

In this unit you will learn what social media is and how to join popular social media websites. You will learn some important safety tips when networking with others online. Pros and cons about using social media will be covered.