Introduction to Internet and Email – the internet is very useful though it can be dangerous; learn how to use it safely for social and business activities. We look at:

- Browsers and search engines
- Surfing and searching
- Judging information value
- On-line business - shopping, banking, government access
- Social media
- Internet ethics and safety
- Browser set ups and maintenance
- Creating an email account
- Sending and receiving emails and attachments

1) **Working with Internet and E-mail**
- What is it and why do we use it?
- Structure of the Internet

2) **Starting Internet and E-mail**
- History of the Internet
- Introduction to the Internet – **The Basics**
- Getting to know the URL
- Navigating through the Browser tool bar
- Browser Window
- Learning to Navigate
- Keyboard shortcuts
- Internet Bookmarks

3) **Using the Internet**
- Surfing the net
- Researching on the net
- Search Engines
- Search Techniques
- Business Models
- Browser Set Ups & Maintenance
  - Home page
  - Security & Privacy settings
  - Deleting internet files
  - Removing unwanted programs (e.g. McAfee downloads from Adobe updater)

4) Internet Ethics and Safety
- Judging Information Value
- Plagiarism
- Security
- Privacy

5) Social Media – Facebook, etc.
- What is social media and why use it?
- Activities
- Components

6) Setting up E-mail
- Why use email?
- Productivity Tools
- Email addresses
- Email providers
- Security issues
- Setting up an email account