



**Gwani Software**



**TRAINING DEPARTMENT**  
***(Knowledge & Expertise)***

**Internet Guide to Veterans Curriculum**

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equivalent to

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## **Gwani Software**

### **TRAINING DEPARTMENT**

#### **Internet Guide to Veteran**

**General Description:** - This course is intended to provide basic skills needed to surf the Internet without hedges, use of e-mails, search engines, social websites, online shopping and online colleges are adequately covered, in this course.

**Aims:** - The aims of this course are to;

1. Introduce the trainee to the general and origin of Internet and its progressive developments.
2. Guide the trainees on how to use common browsers to surf the net.
3. Guide the trainees on how to use search engines for Internet search.
4. Guide the trainee on basics of net chatting and net chatting jargons.
5. Guide the trainee on how to use webmail.
6. Drill the trainee on e-commerce, e-education and other electronic technology.

**Objectives:** - The trainee at the end of the training session should be able to;

- Use common browsers to surf the Internet.
- Use search engines for Internet search.
- Use webmail for sending and receiving e-mails.
- Use the Internet for online shopping and purchase.

**Target Audience:** - This course should be taken by anyone who wants to use the Internet and doesn't have an idea on how to do so.

**Pre-requisite:** - There is no pre-requisite for this course, however getting started with computer and the Internet is an added advantage.

**Approximate Duration:** - This course requires 10 house of class session with online practices to cover its lessons.

**Method of Assessment:** - Trainee is to be assessed with examination on lessons covered.

**Methodology:** - The class takes lessons discusses it and go online to put these lessons into practical it, until all the lessons are exhausted.

**Recommended Resource Materials:** - the following resource texts are recommended for the trainee's study:

1. **Internet Basics**
2. **Internet protocols**
3. Nigel Gordijk, (2005), '**A plan English Guide to the Internet**'  
common sense Design
4. Angus J. Kennedy, '**Rough Guide to the Internet**'
5. Steve Krug; '**Don't make me think**',
6. John R. Levine, '**Internet for Dummies**'
7. Peter Kent, '**An idiots Guide to the Internet**'.

<b>Day</b>	<b>Lesson</b>
1.	<b>Introduction:</b> -The Internet, how its originated, Internet access, Internet connection, ISP, Networking basics, browsers, protocols; http, ftp, https, www, DNS, NAT, Bandwidth; Uplink, downlink, prices

	of bandwidth.
2.	<b>Browsers:</b> - Getting started with MSIE, Fire fox, opera, safari and flock browser; Introduce the toolbars, book marking, loading pages, using tab, tools & configuration, saving pages online, navigation between pages, setting home page, privacy and restricted sites, history and cached pages.
3.	<b>Browsing tools:</b> - Download accelerators; Installation, usage and downloading pages and files. Speed boosters; - Installation and usage. Anti spywares: - Installation and usage. Firewalls: - configuration and exceptions.
4.	<b>Search Engines:</b> - Search engines basics, how crawlers work, cached copy, using Google, AltaVista, Jayde, towersearch, burf, Lycos, askit, and other search engines to make Internet search.
5.	<b>Net chatting:</b> - Net chatting basics, chat rooms, private and public chat rooms, net chatting jargons, use any net chatting Software to chat.
6.	<b>Web mail:</b> - Web mail basics, protocols; SMTP, IMAP, POPS, Incoming mail servers, outgoing mail servers. Introduce the trainee to yahoo mail, Google mail, hotmail and Gwani Software corporate mail. Open an account in any web mail ISP and use it to send and receive mails. Attachment, cc, bcc & daemon.
7.	<b>Online Shopping:</b> - credit cards basic, process of obtaining credit card in Zenith Bank and GTB Bank, domically accounts. Online payment for goods, guides on safety rules on online

	purchase, websites to provide guide, transaction on https, regulators website; other means of online payment.
8.	<b>Online Recruiters:</b> - Job recruiters basic, job recruiters application & posting of resume, follow up of application surf the common job recruiters sites. E.g. <a href="http://www.naijajob.com">www.naijajob.com</a> .
9.	<b>Online Colleges:</b> - e-education basic, e-trainings and exams, online diplomas and degrees. Surf online colleges like <a href="http://www.sebra.com">www.sebra.com</a> .
10.	<b>Revision</b>