

Globe Training Centre – (GTC)

E-Commerce

(Curriculum)

Training Objective: Introduce users to Electronic Commerce (E-Commerce) and guide to gain potential benefits to their profession/ business or industry they are employed.

Training Outcome: At successful completion participants will be able to use Internet with E-commerce enabled sites including web based email and messaging, web based documents, spreadsheets, database, orders and shipping information, client information reporting, domestic and international payment systems, newsgroups, on line shipping, and conferencing.

Content:

- **Basic PC Operations**
- **Overview of Internet**
- **Basic computer operational skills**
- **Browse the World Wide Web (www)**
- **Search engines –(Google tools)**
- **Web based mail and web based applications**
- **Use of FTP**
 - Internet connectivity**
 - Dial-up, Wireless broadband, WiFi and VSAT
- **Upload/ download**
- **Online purchases and security issues**
- **Types of E-commerce**
 - Business to Business (B2B)
 - Business to Consumer (B2C)
 - Consumer to Business (C2B)
 - Business to Employee (B2E)
 - Supply chain E-commerce
- **Internet security issues**
 - Network Address Translation (NAT)
 - Firewall
 - Anti virus
 - Anti spyware
 - Anti adware
 - Brower choice
 - Network security policy

New trends in the industry – discussion

Training Method: Instructor led practical sessions.

Duration: 04 Days (08:30 a.m. – 04:30 p.m.)