

Globe Training Centre – (GTC)

Internet & Email

(Curriculum)

Training Objective/ Outcome: To enable trainees to understand how internet/ email works along with advanced internet/ email skills, configuration and troubleshooting issues.

Content:

Basics

- Understanding of Different Network Types
- What Is a Topology and Internet/ Email Related Topologies
- The World Wide Web
- The Role of a ISP
- How to get Connected with Internet
- Broadband Vs Narrowband
- Wireless Connectivity and New Developments

Internet Configuration – Home/ Office

- Configuring a Dial-Up Connectivity
- Configure a office Network – LAN
- Accessing a Wireless Hotspot
- Accessing a SCDMA connectivity

Configuring a Email Connectivity

- Understanding POP/ SMTP
- Configure Considerations

Browsing the Net

- Experience with Different Internet Browsers
- Using popular Internet Browsers
- Key words for Browsing
- Web Business Directories
- Web Utility Sites
- Using Internet Encyclopedias
- Managing Security Threats (*Viruses, Spam ware, Ad ware, etc...*)
- Understanding ActiveX components
- The WEB 2.0

(Continue...)

Content: *(Continued)*

Email Skills – (Web based and Non-web based)

- Understanding Email Software Structure
- Compose New Mails
- Draft Emails
- Reply/ Forward
- Attaching Files
- Impose Email Filter Rules
- Creating User Defined Folders
- Backup
- Blocking Threads

Training Method: Theory and Instructor led practical sessions.

Duration: 01 Day (09:00 a.m. – 05:00 p.m.)