Basic Computer Skills
Module 6

Introduction to the Internet, Intranet, and Email
**Basic Computer Skills Module 6**

*Introduction to the Internet, Intranet, and Email*

**Summary**

Goals: In this module, students will understand basic terminology and uses of the internet, intranet, and email. Students will also learn techniques to aid in searching for employment on the internet.

SMART Objectives:
*Specific, Measurable, Achievable, Realistic, and Time-sensitive*

By the end of this module, students should be able to:

BCS6.1: Identify basic terminology for the internet, intranet, and e-mail.

BCS6.2: Use popular search engines to look for employment opportunities online.

Instructor:
- Basic Computer Skills Instructor

Delivery Method(s):
- Lecture
- Hands On
- Lab Setting
- Group Work

Length:
Three Topics
Total Length: Three Hours

Any Applicable Business and/or Soft Skills?
Practice job searching skills.

Corresponding NLS Lesson #?

Take Away Message(s):
Microsoft Outlook 2010 is a personal and business email management tool that will allow you to maintain communication with others both in and out of the office setting. Using the internet to search for employment allows you to view a wide range of options and apply online quickly and easily.
Instructor Preparation

Title of Module:  *Introduction to the Internet, Intranet, and Email*

The intent of this module is to provide the students with a basic understanding of the layout and navigation of the internet, intranet, and Microsoft Outlook 2010.

The following are potential introductory remarks as well as relevant context or background information that may be useful for the instructor.

Technology is ever evolving. Thus, certain topics/information in this module may change or become obsolete during the course of instruction. It is a good idea for the instructor to review all content for accuracy and relevance, and to be prepared to present updated information if necessary.

Agenda – *topics to be covered in the module and length of each item*

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Internet, Intranet, and Email</td>
<td>3 hours</td>
</tr>
<tr>
<td>A. Internet and Intranet</td>
<td>(1 hour)</td>
</tr>
<tr>
<td>B. Using the Internet for Job Searches, etc.</td>
<td>(1 hour)</td>
</tr>
<tr>
<td>C. Using Email – Microsoft Outlook 2010</td>
<td>(1 hour)</td>
</tr>
</tbody>
</table>

Materials & Supplies – *items needed in order to carry out the agenda and classroom activities*

1. Post-Its or index cards
4. Video: Introduction to the Internet (6.B.1)
5. Projector/Screen

Classroom Preparation – *steps to follow when setting up the learning environment*
1. Whenever possible, it is a good idea to create samples of each product to have ready for students to view and to anticipate any issues or concerns that may arise during instruction.
2. Index cards or Post-It notes with the vocabulary terms written on them
3. Ensure projector, computer, and screen are set up to view the accompanying video.
A. Internet and Intranet Vocabulary Review  (1 hour)

Objective BCS 6.1: Identify basic terminology for the internet, intranet, and e-mail.

**PREINSTRUCTIONAL ACTIVITIES**

Identify and preview the unit vocabulary. Lead the students in a discussion of their knowledge of and/or experience with the internet. First, ask students about their reasons for using the internet. Next, ask students to think of how a company might use the internet to communicate with its employees. Lead the discussion with personal experience in using each tool.

**CONTENT PRESENTATION AND LEARNER PARTICIPATION**

Students can follow along using the Internet Vocabulary List (6.A.1) which contains the words listed below.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>internet</td>
<td>search engine</td>
<td>website</td>
</tr>
<tr>
<td>intranet</td>
<td>Google</td>
<td>home page</td>
</tr>
<tr>
<td>server</td>
<td>Internet Explorer (IE)</td>
<td>address field</td>
</tr>
<tr>
<td>online</td>
<td>Firefox</td>
<td>status bar</td>
</tr>
<tr>
<td>browser</td>
<td>Internet service provider (ISP)</td>
<td>http</td>
</tr>
<tr>
<td>URL</td>
<td>window</td>
<td>domain</td>
</tr>
<tr>
<td>www</td>
<td>hyperlinks</td>
<td>tab</td>
</tr>
<tr>
<td>html</td>
<td>web</td>
<td>web page</td>
</tr>
</tbody>
</table>

Open and project the Internet Screen Blank (6.A.2) document so that all the students in the class can see it. If possible, use sticky notes or index cards to label parts of the screen as you discuss each term with students.
ASSESSMENT

Give the Internet Screen Blank (6.A.2) handout to the students so they will also have it as a reference as you discuss each term. Have students fill blank boxes with the correct terms.

B. Using the Internet for Job Searches, etc. (1 hour)

Objective BCS 6.2: Use popular search engines to look for employment opportunities online.

PREINSTRUCTIONAL ACTIVITIES

Lead a general discussion on conducting a job search. Have students brainstorm all of the different ways that they can find leads for a job. Also, discuss their personal experiences with job searching and their plans for conducting job searches in the future. Explain that this activity will share how to conduct job searches using the internet.

CONTENT PRESENTATION AND LEARNER PARTICIPATION

Show students the Introduction to the Internet (6.B.1) video to help further their understanding of its features and to view a demonstration on using popular search engines to find employment. Lead the class in a discussion of the video.

ASSESSMENT

Have students create a list of possible keywords that they could use to search for Braille transcriptionist positions.

C. Using Email – Microsoft Outlook 2010 (1 hour)

Objective BCS 6.1: Identify basic terminology for the internet, intranet, and e-mail.

PREINSTRUCTIONAL ACTIVITIES

Have students brainstorm types of communication within a business setting. Discuss email as an option and allow students to share any personal experiences. Be prepared to share your experiences with them as well.

CONTENT PRESENTATION AND LEARNER PARTICIPATION
Show students the PowerPoint - Using Microsoft Outlook 2010 (6.C.1).
Basic Computer Skills
Module 6

Introduction to the Internet, Intranet, and Email Handouts
### Internet Vocabulary List BCS (6.A.1)

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>a network that links networks worldwide by satellite and telephone</td>
</tr>
<tr>
<td>Web</td>
<td>a collection of electronic files linked together; anatomy similar to a spider’s web</td>
</tr>
<tr>
<td>Search engine</td>
<td>a computer program that searches for specific words or phrases on the web</td>
</tr>
<tr>
<td>Website</td>
<td>a collection of one or more web pages</td>
</tr>
<tr>
<td>Intranet</td>
<td>an internal network of data and information that is used in many companies; typically password protected, accessible only from within the company’s confines, and housed on a separate server. Contains the same features as the internet</td>
</tr>
<tr>
<td>Google</td>
<td>a popular search engine; slang term meaning to look up information on the internet</td>
</tr>
<tr>
<td>Home page</td>
<td>the first page of a website; usually contains an index of the entire website</td>
</tr>
<tr>
<td>Server</td>
<td>systems that store information shown on the web; stores web pages and other information used both on the internet and intranet</td>
</tr>
<tr>
<td>Internet Explorer (IE)</td>
<td>a type of browser</td>
</tr>
<tr>
<td>Address field</td>
<td>the place on the screen in which you type the URL or web address</td>
</tr>
<tr>
<td>Online</td>
<td>being connected to the Internet</td>
</tr>
<tr>
<td>Firefox</td>
<td>a type of browser</td>
</tr>
<tr>
<td>Status bar</td>
<td>a symbol at the bottom of a web page that indicates the percentage of the page that has loaded</td>
</tr>
<tr>
<td>Browser</td>
<td>software used for searching the web</td>
</tr>
<tr>
<td>Internet service provider (ISP)</td>
<td>a company that provides customers access to the internet</td>
</tr>
<tr>
<td>http://</td>
<td>Hypertext Transfer Protocol; the protocol or standard that defines how all information is sent over the internet; usually precedes a URL</td>
</tr>
</tbody>
</table>
**PROFITT Curriculum – Basic Computer Skills**

**Module # 6 – Introduction to the Internet, Intranet, and Email**

**URL** – Uniform Resource Locator; a unique address that sends a request to the server which houses the information you are looking for

**Window** – a screen that displays a web page

**Domain** – an identification string located at the end of a web address; examples - .net, .org, .com

**www** – world wide web; the extension which begins many URLs

**Hyperlinks** – text and images within a website that reference other web pages or sites; usually appear in a different color and are underlined. Cursor will change to a hand icon when touched

**Tab** – a feature that allows you to open multiple web pages or windows at once

**html** – Hypertext Markup Language; the code in which most internet content is written
BCS 6.2 Internet Screen Blank (6.A.2)