



UNIVERSITY OF CAPE TOWN  
**Internet  
Super-User  
short course**



## INTERNET SUPER-USER SHORT COURSE

### NEED FOR THE COURSE

The internet has changed the way we communicate, research, learn, transact, work and socialise. It has also changed the way we participate in the economy by opening up opportunities for new forms of employment through the creation of new industries and new careers. People who understand how to use the internet, and its ever-expanding set of tools, will be able to harness its power to enrich their personal and professional lives. Acquiring the skills to use the internet effectively will translate into a competitive advantage in your professional life and will become vital as the internet plays an increasingly important role in daily life.

### CAREER OPPORTUNITIES

Being able to use the internet and its various tools effectively is a standard requirement in the modern workplace. The ability to demonstrate superior skills in this area will ensure that you have a competitive advantage in the job market. This course is designed to help you enhance your current skill set and formalise your internet skills. If you are currently seeking a promotion or are looking to move into a role that utilises online tools, this course is the perfect CV-enhancer. If you are hoping to start or grow your own business, this course will give you the skills to use the internet effectively to perform important research, communicate effectively and achieve your goals.

### COURSE CONTENT

The course covers all aspects related to effective internet usage, including how to use web browsers and search engines; communicate through instant messaging applications and email; perform online research; identify valid and credible sources; use social networks such as Facebook, Twitter and LinkedIn; blog and stream live video; and access the web from your cellphone.

### WEEKLY COURSE MODULES

The following modules are covered during the course:

<b>Module 1</b>	Understanding the internet
<b>Module 2</b>	Using web browsers and search engines
<b>Module 3</b>	Communicating online
<b>Module 4</b>	Researching online
<b>Module 5</b>	Managing information
<b>Module 6</b>	Staying safe and transacting online
<b>Module 7</b>	Social networking
<b>Module 8</b>	Browsing the web on your cellphone
<b>Module 9</b>	Publishing yourself
<b>Module 10</b>	Your future as an Internet super-user

### COURSE OVERVIEW

This highly practical 10-week short course is designed to teach both novice and intermediate internet users how to harness the power of the internet to enrich both their personal and professional lives. It incorporates all facets of the internet, from using social networks, blogs and search engines, to using the internet in business, and accessing the internet from your cellphone.

#### COURSE DURATION:

10 weeks online, available throughout South Africa

#### COURSE APPROVAL:

This course is approved by the University of Cape Town. You will receive a certificate issued by the University once you have successfully completed the course.

#### COURSE DATES:

##### Registrations close:

5 September 2014

##### Course starts:

15 September 2014

#### COURSE FEES:

R9,490

#### CONTACT

Robyn

☎ 021 447 7565

📠 021 447 8344

✉ [robyn.vanleeve@getsmarter.co.za](mailto:robyn.vanleeve@getsmarter.co.za)



## INTERNET SUPER-USER SHORT COURSE

### MODULE 1

#### UNDERSTANDING THE INTERNET

Students will learn about the history and the development of the internet, how the internet is made up as the largest network of networks, why the internet is important today, and how to get connected to the internet.

### MODULE 2

#### USING WEB BROWSERS AND SEARCH ENGINES

Students will learn about the internet browsers that are available to them, how to configure and use these browsers as well as how to search for and install useful plug-ins. This module also explains how to best use search engines to locate information, and how to construct queries to obtain information.

### MODULE 3

#### COMMUNICATING ONLINE

This module explains internet communication etiquette, how to use email, discussion forums, instant messaging, Skype and calendaring applications. Students will be taught best practices and advanced use of these applications.

### MODULE 4

#### RESEARCHING ONLINE

This module looks at how to perform detailed research online, with a specific focus on popular tools such as Wikipedia, YouTube, Google Earth and more. Internet-specific research methodologies and evaluating information will also be covered.

### MODULE 5

#### MANAGING INFORMATION

Students will learn how to manage information by using file systems, and web-based bookmarking services. This module also covers how to use RSS readers and find RSS feeds that suit specific interests, and how to personalise web portals. Students will also understand how to make use of Google Docs for collaborative document authoring.

### MODULE 6

#### STAYING SAFE AND TRANSACTING ONLINE

Transacting online carries risks of personal information being shared or used unknowingly. In this module, students will learn about viruses, understand the concept of a firewall, and discover why they are targets for information thieves. This module also covers how phishing and fraud happen online, and discover the importance of software patches. Students will learn how to transact securely online, how to use PayPal and how to make use of existing web commerce platforms to sell goods and services.



## INTERNET SUPER-USER SHORT COURSE

### MODULE 7

#### SOCIAL NETWORKING

This module explains how to set up and effectively use accounts for the social media networks – Facebook, Twitter and LinkedIn. Students will also be taken through the relevance of a Google CV, and how to manage an online reputation.

### MODULE 8

#### BROWSING THE WEB ON YOUR CELLPHONE

This module discusses the current capabilities of mobile phones – from calling, SMS and MMS to information management and video chat. This module will also cover how to use location based services and the convenience of browsing the mobile web.

### MODULE 9

#### PUBLISHING YOURSELF

In this module, students will learn how to present information in a variety of contexts; for example, how to blog, vlog (video blog), podcast and stream live video. Students will also discover how to create engaging content and how to construct and design their own websites and online stores.

### MODULE 10

#### YOUR FUTURE AS AN INTERNET SUPER-USER

This module explains the importance of ongoing, proactive education on the internet, the basics of web culture and why it is important to keep up-to-date with developments in internet technology. In this module, students will also learn about web culture and how to be a responsible citizen of the internet (netizen).



## INTERNET SUPER-USER SHORT COURSE

### WHO SHOULD ATTEND

The course is suitable for anyone wishing to learn or advance their internet skills. It caters especially for novice and intermediate internet users. “Novice” internet users are people who have a basic familiarity with computers, but have had limited to no experience using the internet. “Intermediate” internet users are people who use an email client and a web browser on a daily basis, and want to expand their use of the internet by discovering a comprehensive range of tools and best practices.

### COURSE DELIVERY

The course is delivered through the unique GetSmarter Learning website. To ensure that you are able to maintain a work–life balance while completing the course, the content is divided into manageable weekly modules. On each Monday of the 10–week course, you will receive one module to complete in your own time and at your own pace throughout the week. Each module consists of the following components: downloadable PDF course notes; video lectures; online discussion forum; online multiple–choice practice quiz; weekly module assignment, and further reading and resources (optional). The Course Instructor, Toni Olivier, will provide you with academic support through the online discussion forum for the duration of the course. A designated Course Coordinator will also be available on email and telephone to provide you with administrative support. The course has been designed in such a way that it allows you to study anywhere and anytime, at your own pace.

### ASSESSMENT AND AWARD OF THE CERTIFICATE

The course is focused on teaching you practical, formal skills that you can apply in your career. You are not required to write any exams. Assessment is based on a series of practical weekly assignments completed online, which are either written or quiz–based. You will need to achieve a combined final mark of at least 50% to receive the certificate as issued by the University of Cape Town.

### COURSE APPROVAL

This course is approved by the University of Cape Town. You will receive a certificate issued by the University once you have successfully completed the course. The course is developed and presented by the University of Cape Town in partnership with GetSmarter. GetSmarter is the first and only entirely online education company to be accredited by any SETA (Sector Education and Training Authority) as a provider of education in South Africa. Institutional accreditation number: 3692.

### ABOUT GETSMARTER

GetSmarter is a premier online education company that partners with prestigious universities and leading organisations to offer continuing education short courses, undergraduate programmes, postgraduate programmes and customised business solutions.

### HOW TO REGISTER

Register online at [www.getsmarter.co.za](http://www.getsmarter.co.za). Click “Internet Super–User” on the left menu and then click “Register for this course” to complete the registration form.

### ENTRY REQUIREMENTS

The only entry requirement for this course is a desire to learn and advance your career; no prior knowledge of using the internet is needed. In order to do this course, you will need to:

- Have a current email account
- Have access to a computer and the internet
- Be able to open and read PDF documents
- Be able to create documents in Microsoft Word
- Read and write in the English language

Any course requirements that are for assessment purposes must be completed in English.



## INTERNET SUPER-USER SHORT COURSE

### PAYMENT DETAILS

#### PAYMENT OPTIONS:

1. ONCE-OFF PAYMENT

R9,490 by 5 September 2014

2. PAYMENT PLAN

R9,700, paid as follows:

**First instalment:** R3,300 by 5 September 2014

**Second instalment:** R3,200 by 3 October 2014

**Third instalment:** R3,200 by 31 October 2014

### PAYMENT METHODS

1. ELECTRONIC FUNDS TRANSFER (EFT)

Please make use of your name and surname as a reference.

2. CREDIT CARD (MASTERCARD AND VISA)

Students will be contacted by telephone to obtain details.

### BANKING DETAILS

ACCOUNT NAME: GetSmarter  
BANK: Standard Bank  
BRANCH: Claremont  
BRANCH CODE: 025109  
ACCOUNT NUMBER: 07 251 0684  
SWIFT CODE: SBZAJJ

### CONTACT US:

Should you have any queries,  
please contact Robyn at  
GetSmarter:

CONTACT:

Robyn

☎ 021 447 7565

📠 021 447 8344

✉ [robyn.vanleeve@getsmarter.co.za](mailto:robyn.vanleeve@getsmarter.co.za)