

CAOT 114—Internet 1 Course Competencies

At the completion of this course, students should be able to:

- Understand Internet basics including:
 - ✓ The history of the Internet
 - ✓ How networks are created
 - ✓ How computers connect to the Internet
- Understand browser basics including:
 - ✓ Going to and navigating through a web site and working with tabs
 - ✓ Creating and managing Favorites in Internet Explorer
 - ✓ Saving and printing a web page
 - ✓ Copying text and graphics from a web page
- Use Email including:
 - ✓ Sending and receiving Email messages
 - ✓ Attaching a file to an Email message
 - ✓ Replying to an Email message
 - ✓ Forwarding an Email message
 - ✓ Organizing and deleting Email messages
- Search the Web including:
 - ✓ Using various types of search engines
 - ✓ Developing a web search strategy
 - ✓ Using Boolean operators
- Get Information from the Web including:
 - ✓ Obtaining news, weather, and maps
 - ✓ Finding businesses and people
 - ✓ Evaluating Web resources, understanding copyrights, and citing web resources
- Communicate on the Web including:
 - ✓ Understanding Chat and Instant Messaging
 - ✓ Protecting identity and reputation online
- Download programs and files (understanding concepts and consequences) including:
 - ✓ Installing programs
 - ✓ Opening compressed files
- Understand browser capabilities including:
 - ✓ Browser extensions
 - ✓ Browser plug-ins
- Understand Web security including:
 - ✓ Minimizing security risks on the Internet
 - ✓ Managing cookies
 - ✓ Protecting Email from Viruses