



**INFORMATION SYSTEMS**



## Information pack

This document details the Internet Super-User course presented by GetSmarter and the University of Cape Town.



The University of Cape Town's Information Systems Department, in conjunction with GetSmarter, is pleased to offer the **UCT Internet Super-User course**. The course meets the high and exacting standards of the University of Cape Town.

### **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.

People who understand how to use the internet, and its ever-expanding set of tools, to its full potential 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 their professional lives and will become vital as the internet plays an increasingly important role in our daily lives.

### **About GetSmarter:**

GetSmarter is a specialist online training company that works together with top universities and industry experts to present professional short courses throughout South Africa.

### **About the course:**

This highly practical 10-week course, presented in English, teaches novice and intermediate internet users how to harness the power of the internet to enrich both their personal and professional lives.

### **Who should attend:**

The course is suitable 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 modules:**

The following modules are covered during the course:

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

\*See Appendix A for a detailed overview of each module.

### Entry requirements:

Students must have a current email account, must have access to a computer, and must be able to read documents in Adobe PDF, create documents in Microsoft Word and access the internet. A matric certificate is recommended, but is not required.

### Course delivery:

The course is conducted online through the **GetSmarter Learning** website. (<http://www.getsmarter.co.za/learning>)

Each module is divided into the following components:

- Course notes
- Video lectures
- Online discussion forum
- Online multiple-choice quiz
- Module assignment
- Further reading and references

For the duration of the 10-week course, a new module is released to the student group each Monday. Students complete each week's module by working through all of the components listed above. Proactive support is provided to all students by the Course Convener, Masha du Toit, and the Course Coordinator, Sarah Ciapparelli.

### Award of the certificate:

Certificates can only be awarded to those students who obtain a combined final mark of at least 50% for the assignments. Successful students will receive the University of Cape Town's Internet Super-User certificate.

### Course dates:

**Registrations close:** 10 September 2010  
**Course starts:** 20 September 2010

A course calendar is available on request.

### Payment details:

**Course fee:** R4,900 (excl. VAT)  
**Payment deadline:** 10 September 2010

A 10% discount is offered to groups of 3 or more when arranged with GetSmarter staff.



## How to register:

### Four-step registration process

1. Visit [www.getsmarter.co.za](http://www.getsmarter.co.za).
2. Click "Internet Super-User" on the left menu and then click "Register Now".
3. Complete the online registration form.
4. You will receive confirmation of registration by email and SMS within 24 hours.

## Payment details:

The following payment options are available:

- 1. Once-off payment**  
R5,586 on registration or by 10 September 2010
- 2. Two-month payment plan**  
R2,850 on registration or by 10 September 2010  
R2,850 by 31 October 2010

GetSmarter accepts payments by direct deposit, electronic funds transfer (EFT) and credit card (Mastercard and Visa). Students opting to pay by credit card will be contacted by phone to obtain their credit card details. Students opting to pay by direct deposit and EFT are required to use their name and surname as a reference.

Non-South African students should contact GetSmarter for payment details.

## Banking details:

Account name: GetSmarter  
Bank: Standard Bank  
Branch: Claremont  
Branch code: 025109  
Account number: 07 251 0684  
SWIFT code: SBZAZAJJ

## Contact details:

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

**Contact:** Karin  
**Tel:** 021 685 4775  
**Fax:** 021 685 4883  
**Email:** [karin@getsmarter.co.za](mailto:karin@getsmarter.co.za)

## Appendix A

The table below describes each of the 10 modules covered in the course.

<b>Module 1: Understanding the internet</b>
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 through a personal computer.
<b>Module 2: Using web browsers and search engines</b>
Students will learn about internet browsers that are available to them, how to configure and use these browsers and how to search for and install useful plug-ins. Students will learn how to use search engines to locate information that answers a question or solves a problem, and how to construct queries to obtain information.
<b>Module 3: Communicating online</b>
Students will understand internet communication etiquette, and how to use email, discussion forums, instant messaging, Skype and calendaring applications. Students will be taught best practices and advanced use of these applications.
<b>Module 4: Researching online</b>
Students will understand 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.
<b>Module 5: Managing information</b>
Students will learn how to manage information by using file systems, how to use web-based bookmarking services, how to use RSS readers and find RSS feeds to their specific interests, and how to personalise web portals. They will also understand how to make use of Google Docs for collaborative document authoring.
<b>Module 6: Staying safe and transacting online</b>
Students will discover why they are targets for information thieves, learn about viruses, understand the concept of a firewall, learn 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.

#### Module 7: Social networking

Students will understand how to set up and effectively use accounts for the Facebook, Twitter and LinkedIn networks, and the importance of a Google CV.

#### Module 8: Publishing yourself

Students will learn how to present information in a variety of contexts, how to blog, vlog (video blog), podcast and stream live video, and how to create their own websites and online stores.

#### Module 9: Browsing the web on your cellphone

Students will understand the current capabilities of mobile phones – calling, information management, SMS, MMS and video chat, how to use location based services and browsing the mobile web.

#### Module 10: Your future as an internet super-user

Students will learn the importance of ongoing, proactive education on the internet, the basics of web culture, how to keep up to date with developments in internet technology, and how to be a responsible netizen (citizen of the internet).

We hope to welcome you to the course!