



## WORKING ONLINE

### Training Path

Working Online	
Lecture & Practice	2.0 d

### Target Audience

This course is designed for participants who wish to learn how to work online

### Prerequisites

- None

### Objectives

In this lesson, clients will prepare to browse the internet by reviewing how websites are organized and identifying common web elements

### Training Content

#### Lesson 1

- Internet, browsers and the World Wide Web
- Understanding Website Address and protocols
- Common website elements
- Browser functions and features

#### Lesson 2

- Digital communication
- Electronic mails (Emails)
- Instant messaging (texts, chat rooms etc.)
- Standard electronic communications
- Username, passwords and credentials

#### Lesson 3

- Introduction to e-Government
- Navigating e-Government platforms
- Submitting e- application forms
- Making online approvals