



**IT Course for Stepps Parish Church**

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## Summary

Websites4Christians will run 6 courses for Stepps Parish Church:

1. Internet use
2. Facebook use
3. Email Use
4. You Tube
5. Skype use
6. Web shopping

## Computer course outline

This paper sets out the detail for the Stepps computer course. The course is aimed at people with little or no experience of computers or the internet. The overall objective of the course is to help attendees to overcome any fears they may have of computing and enable them to successfully use computers, tablets, mobiles phones etc. in their day to day lives.

Six separate training sessions are planned. Each session will last approximately 1 hour with time for questions and answers. A detailed breakdown of each session is provided in the following format within this document:

**Session title:** Title of the session.

**Objective of the session:** Statement of what the session topic will cover

**Expected learning outcomes:** Explanation of course attendee's knowledge gained by attending a course session

**Resources needed:** The resources needed for the session, for example computers

**Course material:** A description of the session and the material that will be taught to the course participants

## Session title: Internet use

### Objective of the session:

This session will explain what the internet is and provide experience of using it on computers and mobile devices.

### Expected learning outcomes:

At the end of this session, course attendees will be able to:

1. Explain in straightforward terms what the Internet is
2. Explain how the internet is accessed through different platforms
3. Describe some of the potential uses of the internet
4. Explain what social media is and how it relates to the internet
5. Understand how to use the internet to benefit their day to day lives

### Resources needed:

1. Overhead projector and screen to allow for the presentation of course material
2. Overhead projector and screen to allow for the presentation the internet in a live format
3. Computers and mobile devices allowing participants to “follow” the course material as it’s presented. A minimum of one device between two participants is required.
4. Wireless internet
5. Course handouts
6. Sticky labels to allow people to create name badges
7. White board or flip chart with marker pens (optional)

### Course material:

This session will explain what the term “the Internet” means. It will explain that it is a group of interconnected computers that contain information that anyone with the correct access rights can access. A worked example explaining how a website is created and delivered to a computer, tablet or iPad will be given. This will include an explanation of how the computers and software are able to deliver different material to different platforms.

Hand-outs with diagrams and text explanations will be provided to session participants to aid in their understanding. Participants will be expected to annotate the notes to build up their personal understanding.

Once a basic understanding of the internet has been established the session will then cover the main uses for the internet in day to day life and how course participants might access these. The three most used scenarios for mobile will be covered: email, finding information and reading news.

Finally the session will explain the term social media. It will cover two sites: YouTube and Facebook. An explanation of each will be provided which will include “hands on” time. All of the individual components of this session will cover how the course participants can benefit from the use of the internet and why learning about it is a goal worth striving for.

## Session title: Facebook use

### Objective of the session:

This session will cover Facebook. It will explain:

1. What Facebook is and why it is a good resource for people
2. How to create a Facebook account
3. How to find friends using a Facebook account
4. How Facebook works using the timeline
5. What the privacy settings are and how to set them up

### Expected learning outcomes:

At the end of this session, course attendees will be able to:

1. Explain what Facebook is
2. Set up and use a Facebook account
3. Find friends and protect their privacy on Facebook
4. Understand how Facebook and help them stay connected with others

### Resources needed:

1. Overhead projector and screen to allow for the presentation of course material
2. Overhead projector and screen to allow for the presentation the internet in a live format
3. Computers and mobile devices allowing participants to “follow” the course material as it’s presented. A minimum of one device between two participants is required.
4. Wireless internet
5. Course handouts
6. Sticky labels to allow people to create name badges
7. White board or flip chart with marker pens (optional)

### Course material:

The objective of this course is to explain how Facebook works and how to use it. It will cover setting up and then using a Facebook account. After participating users should be able to use Facebook in a straightforward manner to stay in touch with people and find out what people are doing in their daily lives.

This course should prove valuable to people that have heard of Facebook but don’t know how to use it. It should also prove a useful reminder for those that are using it but are perhaps a bit unsure about privacy and other day to day actions.

Perhaps one of the most valuable aspects of the course will be to enable the older generation to connect with the younger generation who already use Facebook.

## Session title: Email Use

### Objective of the session:

This session will cover the use of email. It will explain how to use email on a mobile device as well as a computer.

### Expected learning outcomes:

At the end of this session, course attendees will be able to:

1. Set up an email account on a phone, tablet or other device
2. Understand the difference between webmail and application email
3. Gain knowledge of how to manage their email
4. Understand email etiquette
5. Understand the technicalities of email (connection less protocol)

### Resources needed:

1. Overhead projector and screen to allow for the presentation of course material
2. Overhead projector and screen to allow for the presentation the internet in a live format
3. Computers and mobile devices allowing participants to “follow” the course material as it’s presented. A minimum of one device between two participants is required.
4. Wireless internet
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7. White board or flip chart with marker pens (optional)

### Course material:

Email is a great way to stay in touch and remain in touch with friends. Sometime it can seem a bit daunting to use email when you have arrived from a background of formally structured letters. This course will help overcome those obstacles through the use of email etiquette.

Attendees will set up an email account using a variety of methods so that they can understand how to add email to new devices. Whilst they may not become experts they should be able to set up an email account on multiple device types and understand how email works.

This course will link with the Internet course and will bring out the differences in the manner of supplying email and a website using the same domain name. This should help participants understand more clearly what is happening and therefore make them more comfortable with email systems.

The session will also touch on spam and phishing emails and other security issues. Due to time constraints this will be an overview rather than an in-depth analysis. However it will be sufficient to ensure that course attendees can identify and avoid obvious attacks on their computer and deal with spam.

## Session title: You Tube

**Objective of the session:** To understand what social media is and how to interact with it

**Expected learning outcomes:**

At the end of this session, course attendees will be able to:

1. Understand what You Tube is and it's place in social media
2. List the various attributes of You Tube: channels, searching, personal playlists etc
3. Search for and find videos on particular topics
4. Add comments for videos
5. Embed You Tube videos onto a Facebook page
6. Send via email a link to a You Tube video
7. Understand why You Tube can help improve social interactions

**Resources needed:**

1. Overhead projector and screen to allow for the presentation of course material
2. Overhead projector and screen to allow for the presentation the internet in a live format
3. Computers and mobile devices allowing participants to "follow" the course material as it's presented. A minimum of one device between two participants is required.
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**Course material:**

Participants will be led through the various aspects of the You Tube site. This will include learning how to search for videos on a topic and save those videos for watching later.

As part of the session, the various formats and sizes for You Tube will be explained and how they relate to the various mobile devices. Care will be taken to explain bandwidth usage so that attendees will understand how to avoid running up excessive costs.

Adding You Tube videos to a Facebook timeline can be a simple way to keep people entertained and engaged. So this session will cover how to put links to You Tube videos into Facebook. This will link to the Facebook session already mentioned.

Commenting on videos will be covered in this session. This will explain about the voting system and how to interpret comments on videos.

It is hoped that participants will learning how to use social media sites like You Tube interactively to enable them to build engaging content. This in turn will help them to reach out to other people and overcome isolation and the feeling of being a spectator rather than a participant in social media.

By linking Facebook, Email and You Tube together participants will start to gain a better understanding of what social media is and how it all joins together.

## Session title: Skype use

**Objective of the session:** To understand what Skype is and how to use it's features

**Expected learning outcomes:**

At the end of this session, course attendees will be able to:

1. Set up a skype account
2. Find friends and family on skype
3. Make and receive a skype call
4. Use the messaging feature of skype
5. Build a multi-person video call

**Resources needed:**

1. Overhead projector and screen to allow for the presentation of course material
2. Overhead projector and screen to allow for the presentation the internet in a live format
3. Computers and mobile devices allowing participants to "follow" the course material as it's presented. A minimum of one device between two participants is required.
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**Course material:**

People often have family and friends that live a significant distance from their home. This makes it difficult to stay in contact with the people. Skype helps to remove that distance by providing the ability to use video to view friends and family.

Skype is available for mobile devices as well of computers and this session will cover both aspects. Participants will learn how to make Skype calls and as a result connect with their family and friends.

Loneliness and isolation is a common feature in today's society. This is made worse by family living a significant distance from their parents and grandparents. Part of the objective of this session is to make participants confident in the use of skype video technology to allow them to hold video conferences.

Often younger people assume that everyone can use technology as easily as themselves. This session will hopefully enable those less confident with technology to use it to connect once again with distant relatives and friends.



## Session title: Web shopping

### Objective of the session:

This session will cover the use the Internet to shop for goods and services

### Expected learning outcomes:

At the end of this session, course attendees will be able to:

1. Find shopping sites on the internet
2. Buy goods using the shopping sites
3. Recognise the methods of working out whether to trust a site or not
4. Understand add on costs and the methods used to increase the amount spent
5. How to find better deals for goods and services

### Resources needed:

1. Overhead projector and screen to allow for the presentation of course material
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### Course material:

Shopping for goods and materials on line is an everyday task for many people. This course will enable attendees to buy goods for themselves and others using internet. This will benefit them because they’ll be able to get deals that they won’t find on the high street.

The course will cover how to find shopping sites and will focus on some of the bigger sites. It will cover supermarkets and other companies like Amazon and John Lewis. The core objective is to help course participants to understand how to find goods and then how to find out whether the deal being offered is the best deal they can get.

As part of the material participants will be shown how to buy goods for their family and friends and will be introduced to the concept of wish lists on sites like Amazon. This will help them because they’ll be able to buy goods that their family wants and they’ll be confident that it can be delivered to them. This type of shopping is very useful for those with mobility issues.

Browsing on the internet to buy goods can seem a scary process because of the potential for fraud. This course will cover how to protect yourself on line and make browsing and subsequent buying as safe as possible.