

CIW: Internet Business Foundations

Course length: 2 days

Course Description

Computers have contributed to the rise and spread of the Internet, which has now become the driving force for networked societies around the globe. In this course, you will be introduced to the fundamentals of the Internet and its related technologies in the business environment.

Course Objective: You will explore the fundamentals and technical aspects of the Internet.

Target Student: End-users who use computers at home or in the office.

Prerequisites: Students should understand fundamental computer concepts such as how to run applications, manage files, and use a web browser.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Explore the concepts of Information Technology and the Internet.
- Examine how computers communicate across the Internet and the technologies that enable internetworking.
- Examine the various technologies that constitute the World Wide Web.
- Configure the security and privacy settings in Windows® Internet Explorer 7.0.
- Explore multimedia and other components embedded in a web page.
- Identify the different types of databases and the fundamentals of web search engines.
- Communicate over the web.
- Examine the various aspects of email communication.
- Manage personal information using Microsoft® Office Outlook 2007.
- Explore the services and tools available on the Internet.
- Examine the various security issues related to the Internet.
- Examine the fundamentals of project management.

Course Content

Lesson 1: Getting Started with Information Technology and the Internet

Topic 1A: Overview of Information Technology

Topic 1B: Overview of the Internet

Lesson 2: Examining the Working of the Internet

Topic 2A: The Physical Structure of the Internet

Topic 2B: Data Movement Across the Internet

Topic 2C: Internet Protocols

Topic 2D: Internet Addressing

Topic 2E: Internet Access



Lesson 3: Working with the World Wide Web

Topic 3A: Examine Web Clients and Web Servers
Topic 3B: Explore Web Addressing
Topic 3C: Navigate Through a Website

Lesson 4: Configuring Browser Security

Topic 4A: Configure the Browsing History Settings
Topic 4B: Configure the Pop-Up Settings
Topic 4C: Configure the Phishing Filter
Topic 4D: Configure Internet Security and Privacy Settings

Lesson 5: Introducing Multimedia on the Web

Topic 5A: Examine Multimedia on the Web
Topic 5B: Enable a Plug-in

Lesson 6: Introducing Web Search Engines

Topic 6A: Overview of Databases
Topic 6B: Search the Web
Lesson 7: Communicating Over the Web

Topic 7A: Send and Receive Email

Topic 7B: Transfer Files through the File Transfer Protocol (FTP)
Topic 7C: Download Information from the Web
Lesson 8: Working with Email
Topic 8A: Introduction to Email
Topic 8B: Log On to Outlook
Topic 8C: Send and Receive Messages
Topic 8D: Troubleshoot Email Issues

Lesson 9: Managing Personal Information Using Outlook

Topic 9A: Add a Contact
Topic 9B: Schedule Appointments
Topic 9C: Schedule Meetings
Topic 9D: Manage Tasks

Lesson 10: Using Internet Services and Tools

Topic 10A: Internet Services
Topic 10B: Instant Messaging (IM)

Lesson 11: Examining Internet Security

Topic 11A: Internet Security Issues
Topic 11B: Overview of Security Tools
Topic 11C: Strengthen Internet Security

Lesson 12: Getting Started with Project Management

Topic 12A: Fundamentals of Project Management
Topic 12B: Phases of Project Management

Appendix A: CIW v5 Foundations Exam

