

## Course Information Sheet

### Protect Personal & Financial Details Online

#### ***Introduction***

Are you worried about viruses and keeping your personal identity and details safe? Do you want to take advantage of shopping online, but are worried about the payments? This short course will raise your awareness of the implications of using the Internet and how to protect your family and your computer.

1. Identify what constitutes a 'secure' website
2. Be aware of the settings that can have an impact on your online security
3. Understand the concepts of Phishing, Spam and Scams
4. Understand what a firewall is and why you need one on your home computer

#### ***What are the course entry requirements?***

To get the best from these courses you should be able to follow verbal and written instructions in English. You should have good mouse and keyboard skills and some experience of using the Internet.

#### ***How long is the course?***

The course length may vary, but will usually be 2 weeks

#### ***What will the course involve?***

These courses have been designed to give you a taste of a specific topic. You can enrol on as many as you wish. Each course is designed independently, so there is no requirement to have attended one before another.

#### ***How will I be learning?***

Each session will consist of mainly practical work on a computer or laptop. During the course your progress will be checked using a variety of techniques which may include: observation, informal quizzes, setting tasks, group discussion, question and answer sessions and peer assessment.

#### ***What equipment will I need?***

Pen and paper for note taking.

***How will I know if I am making progress?***

Your tutor will help you to build a portfolio which will contain examples of the work you have done and the skills you have mastered. At the end of the course your achievement will be reviewed with your tutor.

***What course work will I be expected to complete?***

You will complete tasks each session that are relevant to the skills you are learning.

***Will I need to cover anything in addition to the course fee?***

There are no additional costs

***What other training programmes and progression opportunities are there?***

You should be able to progress onto a course such as Internet & Email.

If you require in-depth advice on progression opportunities or guidance on career choices please contact our Information Advice and Guidance Officers on 0845 600 1331. For general information about other courses, contact us on the same number or check out the website [www.lancashire.gov.uk/adultlearning](http://www.lancashire.gov.uk/adultlearning)