SOLAS

An tSeirbhís Oideachais Leanúnaigh agus Scileanna

Further Education and Training Authority

Module Descriptor

Internet Skills

Award Type: Minor
Award Level: 3
Award Code: 3N0931
Assessment Code: 3N0931-011
Validation date: 14th July 2011

Revision 3.0

NDP
NATIONAL DEVELOPMENT PLAN

Module Descriptor

Purpose: The purpose of this module is to equip the learner with knowledge, skill and competence to use the internet, to include accessing and locating information by using search engines and URLs and communicating by the use of electronic mail and social networking in a supervised environment.

Module Duration: 100 hours

Learning Outcomes: By the end of this module, the learner will be able to:

1. Outline the significance of the internet in modern life, to include how it has impacted in both work and everyday life.

2. Describe a limited number of common uses and features of the internet.

3. Explain a limited range of common concepts and basic terminology associated with internet use.

4. Demonstrate knowledge of information security, privacy, and usage policy associated with internet use.

5. Describe the requirements for internet access.

6. Locate and access information on the internet by using a search engine, a web address and a hyperlink.

7. Print a hard copy of a saved web page using the browser print function.

8. Send an email message to include entering the recipient's address, the subject and text.

9. Carry out a range of functions within an email application.

10. Carry out a range of functions within a web browser application to include using the browser toolbar buttons to navigate the web.

11. Reply to a received email message with an attachment, to include opening the message, reading the attached file, composing a response, attaching a new file and sending the reply.

12. Demonstrate the application of communications, safety awareness and quality awareness in an ICT environment.

Key Learning Points

Learning Outcome 1:
Outline the significance of the internet in modern life, to include how it has impacted in both work and everyday life.
Key Learning Points
- The internet   - The internet in modern life   - How the internet impacts on everyday life   - How the internet impacts on businesses   - How the internet affects commercial life   - How the internet impacts on communications

Learning Outcome 2:
Describe a limited number of common uses and features of the Internet
Key Learning Points
- Uses of the internet   - Describing the world wide web   - Features of the internet   - Describing email   - How email has impacted on communications   - Computer based email applications   - Examples of computer based email applications   - Internet based email applications   - Examples of internet based email applications

Learning Outcome 3:
Explain a limited range of common concepts and basic terminology associated with internet use
Key Learning Points
• Common concepts associated with internet use • Describing a website • Describing a webpage • Describing a web browser • Describing a universal resource locator (URL) • Describing a home page • Describing a hyperlink • Describing a search engine • Examples of search engines • Describing social networking • Describing blogs • Describing e-commerce • Examples of e-commerce • Describing e-learning

Learning Outcome 4:
Demonstrate knowledge of information security, privacy, and usage policy associated with internet use
Key Learning Points
• The importance of password protection • Describing good practices with password selection and usage • Precautions when providing personal details when using the internet • The precautions of backing-up information • Describing ways that information may be lost • Describing computer viruses • Preventing computer viruses • Describing spyware • Describing a firewall • Examples of security software

Learning Outcome 5:
Describe the requirements for internet access
Key Learning Points
- Internet access devices   - Wired internet connections   - Wireless internet connections   - Dial-up internet   - Requirements for dial-up internet   - Examples of software applications needed to access the web   - Measurement unit for data transfer   - Describing a modem   - Describing an Internet Service Provider (ISP)   - Describing broadband   - Advantages of broadband   - Types of broadband   - Advantages of satellite broadband   - Disadvantages of satellite broadband

Learning Outcome 6:
Locate and access information on the internet by using a search engine, a web address and a hyperlink
Key Learning Points
- Identifying a search engine   - Using keywords for searches   - Refining searches   - Accessing a website using search results   - Recognising the elements which make up a web address   - Deleting the home page/default web address from the address bar   - Typing a web address into the address bar to access a website   - Using a hyperlink to access a website or webpage

Learning Outcome 7:
Print a hard copy of a saved web page using the browser print function
Key Learning Points
- Saving a web page   - Using the browser print function   - Printing a web page

Learning Outcome 8:
Send an email message to include entering the recipient's address, the subject and text.
Key Learning Points

- Accessing an email application
- Creating a new email message
- Email addresses
- Recognising the elements which make up an email address
- Entering an email address
- Entering a subject line
- Entering body text
- Sending an email message

Learning Outcome 9:
Carry out a range of functions within an email application
Key Learning Points

- Checking an email account for messages
- Saving a contact to a contact list
- Adding contacts to a contact list
- Deleting contacts from a contact list
- Creating a folder
- Reviewing sent messages from a 'sent items' folder
- Deleting a message
- Reviewing a deleted message from a 'deleted items' folder
- Removing a message
- Restoring a message
- Archiving a message

Learning Outcome 10:
Carry out a range of functions within a web browser application to include using the browser toolbar buttons to navigate the web
Key Learning Points

- Bookmarking a web page
- Using the back button
- Using the forward button
- Using the stop button
- Using the refresh button
- Using the home button
- Using the favourites button

Learning Outcome 11:
Reply to a received email message with an attachment, to include opening the message, reading the attached file, composing a response, attaching a new file and sending the reply.
Key Learning Points
• Opening a received email message to read
• Downloading an attachment to read
• Saving an attachment
• Composing a response
• Attaching a file to an outgoing email message
• Sending a reply email

Learning Outcome 12:
Demonstrate the application of communications, safety awareness and quality awareness in an ICT environment.
Key Learning Points
• Knowledge of vocational language
• Listening and responding to spoken language
• Reading and writing to obtain and convey information
• Applying appropriate health and safety procedures
• Reflecting on own strengths and weaknesses
• Identifying areas for improvement
• Participating in a team
• Ability to work independently if required
• Reflecting on own performance critically

Assessment Specification

Award Title:	Internet Skills
Award Type:	Minor
Assessment Code:	3N0931-011
Credit Value :	10
Award Code:	3N0931

Assessment Type	Assessment Details	Weighting	Stage at which assessment takes place
PO	E1: Importance of the Internet E2: Internet: Common Terminology E3: Internet Access and Usage	60%	As topic covered in class over the course of the module
SD	SD1: Using the Internet SD2: Maintaining a Personal Email Account	40%	End of Module

PO = Portfolio   SD = Skills Demonstration

Suggested Learning Methodologies

- Skills Demonstrations
- Discussion Groups
- Videos/DVDs
- Practical Work Training
- Simulated work environment
- Note taking
- Learning diary

Specific Module Requirements

Computers with Internet connection
Access to printer
Email account for each learner
Email account for instructor
Moderate to high speed reliable broadband connection preferable

Suggested Learning Resources

Generic Skills: Literacy and Numeracy
The learners will keep and maintain a **Learning Diary** throughout the course in order to record and file any useful and relevant information on the internet.

At the end of every week, the learners will complete a short **Weekly Reflective Sheet** in order to reflect on their learning and progress during that week.
This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The learners will create a **Personal Dictionary** of new words, key words and terms relating to internet skills. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a **Key Word and Terminology Bank** in the classroom, relating to the internet. The learners will find words listed in text books, class notes, manufacturers' product information and websites.

Learners will complete a **Word Search**. This is **Word Search 1.**When they have gained sufficient practice and experience at word searches, each one will make up 1 (one) Word Quiz which will be completed by the group.

Learners will do an activity on **Information Security, Privacy, and Usage Policy.**

Learners will do an activity on **Requirements for Internet Access.**

Learners will include in their Learning Diary all the exercises, activities, and notes.

Practical:

Learners will search for information on the internet by opening a web browser and using key words. There are two activities **search for information on the internet 1** and **search for information on the internet 2**.

Generic Skill: Teamwork and Communications

Learners will discuss the importance of teamwork with the instructor using the **teamwork guide**.

Learners will take part in a **teamwork** exercise carrying out research which will incorporate group discussion.

Internet websites: Information can be accessed on the following suggested websites as of 4th of July 2011:

http://www.mozilla.org/projects/
This website is an example of open source software which lists Mozilla's web software.

http://windows.microsoft.com/en-IE/internet-explorer/products/ie-9/features
This website is an example of propriety software Microsoft, it lists the features of internet explorer.

Recommended by: _____
                    Manager Training Policy Development and Support

Approved by: _____

                    Director Training Policy Development and Support