

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

**Cambridge International Diploma in IT Skills
Foundation Level**

Scheme of Work

5271
Electronic Communications
Core Module



UNIVERSITY *of* CAMBRIDGE
International Examinations

Introduction

This application is designed to familiarise candidates with the uses of Information Technology in communicating information electronically. The candidate should understand what is meant by electronic communication and possess knowledge of the principles involved in obtaining information from network information services. The application module focuses on the everyday uses of electronic mail (E-mail) and the purpose and uses of the World Wide Web (Internet) as an information source.

What is Assessed in this Module?

Candidates will demonstrate awareness of:

- accessing and exiting on-line communication systems
- purpose and range of on-line communications
- use of on-line communications
- features and support of on-line communications
- other network information services

Tutor Preparation Required to Deliver this Module

Below is a checklist of what you will need to set up before you run the course. Some of the items, such as an overhead projector, are optional.

You will need:

- ideally, one computer (PC) per candidate with MS Windows 95/98/NT/2000/XP and MS Internet Explorer/Outlook preloaded, but candidates can also share PCs
- internet access for all PCs
- ensure that the candidates have access to a printer – local or networked – that all candidates can print to
- on each PC, a folder containing the exercise data from the floppy disc (C:\My Documents) and a folder for candidates to save their work to (C:\My Documents\Candidate)
The exercise disc contains a sample website the candidates will use to practice browsing web pages. This saves some Internet connection time. The candidates will be able to view the pages from their local PCs – no HTTP server is required.
- on each PC, set the default home page in Internet Explorer to Use Blank
- ideally each candidate should have an e-mail address, though this will be difficult to arrange in most training centres. If candidates do not have access to e-mail, make sure the Welcome messages remain in their Outlook Express Inbox for them to use as sample messages.
- if possible, identify a news server for the candidates to connect to.
- overhead projector and screen OR PC with LCD projector/large monitor
- flip chart, pens and whiteboard
- CIE Support Pack
- name cards, paper and pens for the candidates

General Principles and Procedures

If using a network to deliver this course you may prepare documents showing candidates how to log on.

This application module is currently only available as an Objective (multiple-choice) Test. This enables those organisations where networking facilities are not yet available to gain accreditation for the necessary knowledge and encourage development of the skills required.

Scheme of Work

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.25hrs)				
<ul style="list-style-type: none"> introduction and course objectives 		<ul style="list-style-type: none"> introduction of trainer, course and candidates 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>It is important to let the candidates know what will be assessed at the end of the module. Tutors could provide a checklist with objectives that can be ticked off after each session so that candidates can track their progress.</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.25hrs) Continued				
<ul style="list-style-type: none"> getting started with MS Internet Explorer (Internet Explorer) accessing and exiting on-line communications systems 	5.1	<ul style="list-style-type: none"> briefly explain what the Internet is and how it can be used. demonstrate how to launch Internet Explorer explain the dial-up Connection dialogue box describe elements of Internet Explorer screen and point out that toolbar icons come in 3 groups: Page Navigation, Links, Tools introduce concept of URL's through the Address Window explain the Explorer bar is used for locating pages when the URL is not known explain the purpose of the toolbar buttons – Search, Favourites, History demonstrate different ways to exit the application explain how, if using a stand-alone PC, exiting prompts are given to disconnect the computer from the Internet. demonstrate the different ways of accessing Outlook Express demonstrate different ways to exit Outlook Express explain how Internet Explorer and Outlook Express use the same Help system as Windows. 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>This section is intended to get the candidates working with the software as quickly as possible. A more in-depth discussion of the Internet will occur at a later stage in the course.</p> <p>If candidates are browsing at home/work then the Internet Explorer icon on the desktop may have been customised by the ISP they are using</p> <p>Link buttons are URL shortcuts predefined by Microsoft when the software is shipped or by their own Internet Administrator but they can be customised</p> <p>Outlook Express can be started either through Internet Explorer or through the Programs menu, the Desktop or on the Taskbar.</p> <p>If candidates are not familiar with the Help facility show them how to browse the contents and search for Help.</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Two (1.5hrs)				
<ul style="list-style-type: none"> purpose and range of on-line communications 	5.2	<ul style="list-style-type: none"> describe the purpose of e-mail describe the format of an e-mail address explain the different facilities including: <ul style="list-style-type: none"> read send forward prioritise reply to one person reply to a group print delete messages save messages describe the purpose of a newsgroup and how to post/reply messages discuss with the group the purpose of the Internet – education, sales, marketing and information describe the format of a Web address (URL) explain the facilities offered by the Internet to include: <ul style="list-style-type: none"> search engines downloads links hyperlinks bookmarks favourites 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>E-mail addresses follow the same format – the name of the person it is being sent to plus their location given by the domain name i.e.:</p> <p>george@ucles.org.uk</p> <ul style="list-style-type: none"> George is the name of the person @ at ucles.org.uk is the domain name or location of George <p>A URL contains the following information:</p> <ul style="list-style-type: none"> the type of service which should be used to get the data i.e. http the name and country location of the host country the location and name of the file <p>URLs are case sensitive</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Three (1.5hrs)				
<ul style="list-style-type: none"> • use of on-line communications 	5.3	<ul style="list-style-type: none"> • demonstrate the use of: <ul style="list-style-type: none"> - sending messages - receiving message - replying to messages - filing mail - copying mail to other people - forward mail - attachments • go over how to connect to the Internet • demonstrate how to retrieve information from a web site <ul style="list-style-type: none"> - search assistant - search queries - downloading files 	<ul style="list-style-type: none"> • CIE Tutor Support Guide • CIE Candidate Support Guide • OHTs • additional exercises for each Performance Criterion 	<p>Remind students of the Help facility</p> <p>The search assistant can be found on the Standard toolbar or from the View Menu → Explorer Bar → Search</p> <p>Search Operators and Syntax can be found in the section entitled <i>Searching for Information on the Web</i> of the Candidate Support Guide and on OHT24</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.25hrs)				
<ul style="list-style-type: none"> features and support of on-line communications other network information services 	<p>5.4</p> <p>5.5</p>	<ul style="list-style-type: none"> demonstrate how to download pages so they can be used off-line demonstrate how to check if you are connected to the Internet demonstrate saving, changing and printing pages demonstrate using the right hand mouse button to save parts of a page using save target/picture as menu option. demonstrate printing a web page. explain the differences and similarities between the Internet and an Intranet explain the purpose of an Intranet ensure that candidates are aware of the common terms used in association with e-mail and the Internet. 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criteria 	<p>Off-line pages are stored in a Windows System file and may not be immediately accessible to users. If an HTML page is to be saved as a file, then the Save option can be used.</p> <p>An Intranet is a private network using the same technologies (TCP/IP and HTTP) as the Internet</p> <p>Common terms can be found in the Glossary in the Candidate Support Guide</p>

Resources

Online Resources

There are many sites available which cover this topic.

<http://www.microsoft.com/insider/guide/intro.asp>

The official Microsoft site for Internet Explorer. There are plenty of hints and tips on this site with useful screen shots. This site can be accessed in different languages by visiting <http://www.microsoft.com/worldwide> and selecting the appropriate country.

<http://www.yarden.ac.il/chinuch/english/TechKnow/nettutorial.htm>

Some useful hints and tips for candidates of all levels. There are also specific areas for teachers. The site also offers a background to the Internet – very informative.

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>

This site offers useful hints and tips on searching the Web. A comprehensive glossary of terms and jargon used in association with the Internet is also available.

<http://www.cie.org.uk/CIE/WebSite/UCLESData/Documents/Career%20%26%20Skills%20Awards/IT/Resources/glossary.pdf>

A Glossary of Terms is available on the CIE website, which is useful for this module.

Books

McBride, P K *Skills Award in Information Technology: Foundation Level* (Edition 2002)
Cambridge University Press ISBN 0521525292

British Computer Society *A Glossary of Computing Terms* (Edition 1998)
Longman ISBN 0582369673

Other Resources

The built-in Internet Explorer/Outlook Express Help files have many hints and tips with a search facility. Also available is the Windows demonstration presentation which can be used to give an introduction to the Windows operating system.