1. **PFPF Online Essentials and Platforms**

**BDCPC301 -** Use online essentials and platforms

**Competence**

RQF Level: 2 Learning Hours

80

Credits: 8

Sector: ICT and MULTIMEDIA

Trade: COMPUTER APPLICTION

Module Type: Specific

Curriculum: TVET Certificate II in Computer Application

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**Issue Date: June, 2022**

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| **Purpose statement** | Upon completion of this specific module, the learner will be able to apply the practical skills in use of web browsers, emails, E-Platforms and Secure online information. | | | | | |
| **Delivery modality** | Training delivery | | 100% | Assessment | | Total 100% |
| Theoretical content | | 20% | Formative assessment | 20% | 50% |
| Practical work: | | 80% | 80% |
| * Group project and presentation | 20% |
| * Individual project /Work | 60% |
|  | | Summative Assessment | | | 50% |

Elements of Competency and Performance Criteria

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| Elements of competency | Performance criteria |
| 1. Introduce online essentials | 1.1 Web Browser is properly described according to layout |
| 1.2 Website and search engine are properly described according to the function |
| 1.3 E-Platforms are properly identified according to the services |
| 2. Use web browsers, emails and E-Platforms | 2.1 Web browser is well used |
| 2.2 Email is well used |
| 2.3 E-Platform are properly used according to the customer needs |
| 2.4 social media are properly used according to work to be done |
| 3. Secure online information  (Stay safe online) | 3.1 Cyber Security threat are well described |
| 3.2 Basic information security is applied according to confidentiality integrity availability (CIA). |
| 3.3 Copyright is well respected |

Course content

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| **Learning outcomes** | | **At the end of the module the learner will be able to:**   1. Introduce online essentials 2. Use web browsers, emails and E-Platforms 3. Secure online information   (Stay safe online) |
| Learning outcome 1. Introduce online essentials | | Learning hours: 10 hours |
| Indicative content | | |
| * **Description of web Browser** * Definition * Types * **Description of websites and search engine** * Definition * Uniform Resource Locator (URL) * Definition * Parts * Types of websites * Dynamic website * Static Website * Types of Search Engine * **Description of E-Platforms** * Definition * E-Services * Irembo.gov.rw * Mifotra (smarthr.mifotra.gov.rw) * Integrated Electronic Case Management System (IECMS) * www.imisanzu.rssb.rw (RSSB) * [www.rra.gov.rw](http://www.rra.gov.rw) (RRA) * www.e-leraning.rtb.gov.rw * www.e-learning.rp.ac.rw * [www.umucyo.gov.rw](http://www.umucyo.gov.rw) (RPPA) * Advantages and Disadvantages of e-platforms | | |
| Resources required for the learning outcome | | |
| Equipment | * Computer | |
| Materials | * Internet, electricity | |
| Tools | * Web browsers | |
| Facilitation techniques | * + Demonstration   + Group discussion   + Computer lab visit   + Brainstorming. | |
| Formative assessment methods | * Written assessment * Oral presentation | |

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| **Learning outcome 2:** **Use web browsers, emails and E-Platforms** | | **Learning hours: 60** |
| **Indicative content** | | |
| * + **Use Web Browser** * Install web browser (Steps to follow once installing web browser) * From external drive * From internet * Use settings options depending on web browser. * Bookmarks/favorites * Cookies and Site Data * Logins and Passwords * History * Address Bar * Security and Privacy * Searching for specific information * use of keywords for searching * Using the Boolean Operators   + **Use Email** * Create email account * Parts of an email * To * Carbon Copy (CC) * Blind Carbon Copy (BCC) * Subject * Contents * File attachment * Send an Email * Receive Email, Reply and forward an email * Email navigation pane   + **Use E-Platforms** * Create account on e-platform * File attachment * Receive notifications * Download files   + **Use social media** * Definition * examples * Create account | | |
| Resources required for the indicative content | | |
| Equipment | * Computer * Router * Access point * MODEM | |
| Materials | * Internet | |
| Tools | * + Flash Disk   + CD/DVD   + External Drives   + Web browser softwares | |
| Facilitation techniques | * + Demonstration   + Practical exercise   + Group discussion   + Brainstorming. | |
| Formative assessment methods | * Written assessment * Presentation * Performance assessment | |

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| Learning outcome 3: Secure online information (Stay safe online) | | Learning hours: 10 hours |
| Indicative content | | |
| * Description of cyber-Security threats * Definition * Common Cyber Security threat * Install and use software security tools * Apply basic information security * Tips for staying safe online * Copyright * Definition * Rules for copyright | | |
| Resources required for the learning outcome | | |
| Equipment | * Computer * Router * Access point | |
| Materials | * Internet | |
| Tools | * Flash Disk * CD/DVD * External Drives | |
| Facilitation techniques | * + Demonstration   + Group discussion   + Brainstorming. | |
| Formative assessment methods | * Written assessment * Presentation * Performance assessment | |

Integrated/Summative assessment

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| **Integrated situation**  Ineza IT company ltd is a company located in Musanze District that provides E-Services. Recently, they faced a problem of big number of clients who need to apply for job.  Therefore, the company need to hire a digital services assistant who will assist customers in application on different posts advertised on Rwanda Civil service recruitment portal.  As digital services assistant in that company, you are tasked with helping clients who reach out that company by helping them to apply for job through the Ministry of Public Service and Labor Website.  You will provide the following services:   1. Create an Email 2. Create account on that mentioned site 3. Apply 4. Receive notification   This task will be performed within 3 hours.  All materials, tools and equipment are provided in Ineza IT company ltd.  **Resources**   |  |  | | --- | --- | | Tools | * + Flash disk   + External hard disk   + Web browser | | Equipment | * Computer * Scanner | | Materials/ Consumables | * Internet | | | | | |
| Assessable outcomes | Assessment criteria (Based on performance criteria) | Indicator | Observation | Marks allocation |
| Use web browsers, emails and E-Platforms  Ind | Web browser is well used. | Ind.1 Web browser is well installed |  | 5 |
| Ind.2. Bookmark or favorite is well used |  | 5 |
| Ind.3 Cookies and site data are well accessed |  | 5 |
| Email is well used. | Ind.1 Username is well created |  | 4 |
| Ind2.Password is well created. |  | 4 |
| Ind3. Message is well received. |  | 4 |
| Ind 4. Log out is well respected |  | 4 |
| E-Platform are properly used according to the customer needs | Ind1.Username is well created |  | 4 |
| Ind2. Password is well created |  | 5 |
| Ind3. Education background information are well filled |  | 5 |
| Ind4.Experience information are well filled |  | 5 |
| Ind5.Languages information are well filled |  | 5 |
| Ind6.Dissabilities information are well filled |  | 5 |
| Ind7.Awards information are well filled |  | 5 |
| Ind8.Reference information are well filled |  | 5 |
| Ind9.Qualification evidence is well attached |  | 5 |
| Ind 10 Proof of experience is well attached |  | 5 |
| Ind 11 Award evidence is well attached |  | 5 |
| Ind 12 Application status is well reviewed |  | 5 |
| Secure online information  (Stay safe online) | Basic information security is applied according to confidentiality integrity availability (CIA). | Ind 1. Password is well created |  | 5 |
| Ind 2. Reset password is well done |  | 5 |

References:

1. Supreet Kaur ,Definitions and terms, in IT Desk.info project of computer e-education with open access,Zagreb,ODRAZI,2011,P4-P18.[Online]. Available:http://www.itdesk.info.
2. <https://edu.gcfglobal.org/en/internetbasics/using-a-web-browser/1/> (Visited on 2nd June,2022 9:49 am)
3. <https://icemalta.com/wp-content/uploads/2018/03/ECDL-Standard-Online-Essentials-IE-10-Outlook-2016.pdf> (Visited on 2nd June,2022 10:30 am)
4. Bosubabu Sambana,MCA,M.Tech, Web Search engine,Visakhapatnam,India,March 2016, p774-p784 [Online]. Available:http://www.ijmetmr.com.