1. **PFPF Online Essentials and Platforms**

**BDCPC301 -** Use online essentials and platforms

**Competence**

RQF Level: 2 Learning Hours

120

Credits: 12

Sector: ICT and MULTIMEDIA

Trade: COMPUTER APPLICTION

Module Type: Specific

Curriculum: TVET Certificate II in Computer Application

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**Issue Date: May, 2022**

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| **Purpose statement** | This core module provides the skills, knowledge and attitude for a learner to be competent in a range of routine tasks and activities. Level 2 is a one-year training program whereby the entry requirements include the minimum age of 16 years with education background of at least Primary six (6) evidenced by primary six leaving certificate or a drop out of ordinary level either at senior one, two or three. Upon completion of this module the learner will be able to apply the practical skills in use of web browsers, use emails, use 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 browser engine |
| 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 |
| 3. Secure online information  Stay safe online | 3.1 Potential threat are well described |
| 3.2 Basic information security is applied according to confidentiality integrity availability (CIA). |
| 3.3 Copyright is well respected |

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| **Essential Knowledge** | **Essential Skills** | **Essential Attitudes** |
| * Basic knowledge on mathematics * Basic understanding on internet browsing * Knowledge on digital data measurement * Knowledge on languages (Kinyarwanda/English/French) * Knowledge on online platform requirement & procedures * Basic knowledge on data protection (Password and Antivirus utility software * Basic knowledge on copyright   Basic understanding on network (use of internet) | * Basic Computer skills * Basic communication skills * Basic entrepreneurial skills * Problem solving skills   Typing skills | * Customer care * Time Management * Curiosity * Passion * Creativity and innovation * Patience * Friendly * Trustworthy * Adaptability * Team work * Confidence * Honest * Integrity   Courage |

Course content

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| **Learning outcomes**   1. Introduce online essentials 2. Use web browsers, emails and E-Platforms 3. Secure online information   Stay safe online | | **At the end of the module the learner will be able to:**   1. Describe correctly the terms Web browser, Websites, Search engines and E-Platforms as used in online activities. 2. Use properly web browsers, websites, search engines Emails and E-Platforms as applied in different activities. 3. Secure correctly online information as used at workplace. 4. Apply confidentiality regarding online information as required on different documents. |
| Learning outcome 1. Introduce online essentials | | Learning hours: 10 hours |
| Indicative content | | |
| * Web Browser * Definition * Examples * Mozilla Firefox * Internet Explorer * Microsoft Edge * Google chrome * Safari * Torch * Opera mini etc * Browser engine * Definition * Types * Blink * Gecko * Web Kit * Websites and Search Engines * Definition * Types of Websites * Dynamic website * Static Website * Examples of Search Engines * Google * Wikipedia * Yahoo * Bing * Ask   Etc   * E-Platforms * Definition * Examples * Irembo.gov.rw * Mifotra (E-recruitment) * Integrated Electronic Case Management System (IECMS) * RSSB (imisanzu.rssb.rw) * RRA (e-learning.rra.gov.rw) * E-leraning.rtb.gov.rw * E-learning.rp.ac.rw * Advantages and Disadvantages | | |
| Resources required for the learning outcome | | |
| Equipment | * Teaching manual, Projector, computer, White board, Black board, Access point, Books | |
| Materials | * Marker pens, Internet, chalks, papers, pens, flipcharts | |
| Tools | * Flash Disk, CD/DVD, External Drives, Duster | |
| Facilitation techniques | * + Demonstration and simulation, practical exercise, group discussion, Computer lab visit, audiovisual, brainstorming, internet research. | |
| 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 web browser to access online information (Research, social media)   + Use Email * Create email account (Steps to create an email) * Gmail * Yahoo * Hotmail * Parts of an email * To: * CC: * BCC: * Subject: * Contents: * File attachment (Images, Audio-visual, Link, document) * Send an Email * Receive Email, Reply and forward an email   + Use E-Platforms * Create account on any e-platform * Attachment of files if required * Receive notifications if necessary | | |
| Resources required for the indicative content | | |
| Equipment | * Teaching manual, Projector, computer, White board, Black board, Access point, Books | |
| Materials | * Marker pens, Internet, chalks, papers, pens, flipcharts | |
| Tools | * + Flash Disk, CD/DVD, External Drives | |
| Facilitation techniques | * + Demonstration and simulation, practical exercise, group discussion, Computer lab visit, audiovisual, brainstorming, internet research. | |
| Formative assessment methods | * Written assessment * Oral presentation * Performance assessment | |

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| Learning outcome 3: Secure online information (Stay safe online) | | Learning hours: 50 hours |
| Indicative content | | |
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| Resources required for the indicative content | | |
| Equipment | Teaching manual, Projector, computer, White board, Black board, Access point, Books | |
| Materials | * Marker pens, Internet, chalks, papers, pens, flipcharts | |
| Tools | Flash Disk, CD/DVD, External Drives | |
| Facilitation techniques | **Demonstration and simulation, practical exercise, group discussion, Computer lab visit, audiovisual, brainstorming, internet research.** | |
| Formative assessment methods | * Written assessment * Oral presentation   Performance assessment | |

Integrated/Summative assessment

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| Integrated situation  Kabera is farmer of chickens at Bugesera district, Nyamata sector, Kayumba cell. In his poultry farm there are 2 different categories of chickens, laying hens and the broilers with normal performance. There is a problem of decreased selling eggs and meat due to poor collection and storage.  As Poultry farm operator, you are requested to assist him for handling that problem within 3 hours.  Resources   |  |  | | --- | --- | | Tools | Eggs trays ,Barrels ,Squeegees,Pipes ,Hygrometer,Litter,Predator traps  Boxes,Plastic bags heater,Cleaning material,Lamps, Sacs ,Scales,Thermometers,Wheelbarrow ,Shovel , Safety shoes boots, Dust mask ,Gloves ,Lab coats/ Overall products | | Equipment | Duck bathing cans ,Laying nests ,Perches,Bucket ,Freezer, | | Materials/ Consumables | Cleaning products and disinfectants ,Bio-chemoprevention drugs. | | | | | | |
| Assessable outcomes | Assessment criteria (Based on performance criteria) | Indicator | Observation | | Marks allocation |
| Yes | No |
| Learning outcome 1:  1. Identify poultry farm stores  (30%) | 1.1.poultry farm store types are described according to poultry farm. | Ind.1 feed store are described |  |  | 5 |
| Ind.2 drugs store are described |  |  | 5 |
| Ind.3. Egg and meat store are described |  |  | 5 |
| 1.2.Materials, tools and equipment are selected basing on their use. | Ind.1 Farm store materials and equipment’s are identified |  |  | 4 |
| Ind.2 Feed store materials ,tools and equipment are well selected |  |  | 4 |
| Ind.3Drug  store material and equipment are selected |  |  | 4 |
| 1.3 Storing techniques Are identified according to poultry farm . | IND1Chilling/Cooling techniques are identified |  |  | 1 |
| IND2. Egg tray filling is well applied |  |  | 1 |
| IND3 Manure storing techniques are described |  |  | 1 |
| Learning outcome 2: Identify poultry farm products  (40%) | 2.1.poultry farm products are described according to their type | Ind.1Poultry farm products type are Identified |  |  | 5 |
| Ind.2.poultry farm byproducts are described |  |  | 5 |
| Ind.3poultry farm products market requirement are described |  |  | 5 |
| 2.2.poultry farm products are weighed and graded weighing and grading of poultry farm products in accordance to market requirement | Ind.1poultry farm product areWeighed |  |  | 5 |
| Ind.2 poultry farm product are graded |  |  | 5 |
| 2.3poultry farm product are stored based on their type | Ind1 eggs are stored |  |  | 5 |
| Ind2 meat are stored |  |  | 5 |
| Ind3 manure is stored |  |  | 5 |
| Learning outcome 3: Monitor poultry farm products  (30%) | 3.1. poultry farm products are correctly stored based on concerned product | Ind.1eggs are stored |  |  | 5 |
| Ind.2 meat are stored |  |  | 5 |
| Ind.3 manure is stored |  |  | 5 |
| 3.2. Pest and predators are appropriately controlled based on poultry product type. | Ind.1Poultry farm products pest and predators are identified |  |  | 5 |
| Ind.2 Prevention of pest and predators are done |  |  | 5 |
| Ind.3 Pest and predators are controlled |  |  | 5 |
| 3.3.Organoleptic test are correctly applied based on poultry product type. | Ind.1 Poultry farm products organoleptic test are identified |  |  | 1 |
| Ind.2 Poultry farm products store are maintained |  |  | 2 |
| Ind.3 Poultry farm products organoleptic test is performed |  |  | 2 |
| Total marks | | 100 | | | |
| Percentage Weightage | | 100% | | | |
| Minimum Passing line % (Aggregate): 70% | | | | | |

References:

1.Chauhan, Valentina Singh; Sharma, Alka (1 April 2003). "Studies on organoleptic properties of food products from fresh egg and egg powder through principal component analysis". Nahrung/Food. 47 (2): 102–05. doi:10.1002/food.200390018. PMID 12744287.

2.Phil Kaufman, Department of Entomology and Nematology, University of Florida, and Alec Gerry, Department of Entomology, University of California