

<b>Title of the Module / Unit</b>	Communicating, Searching and Finding Information using ICT
<b>Module / Unit Description</b> Explain your reasoning behind wishing to provide this module/unit and how it fits within the whole course. A breakdown of the module/unit's content is also advisable.	This module will cover the important skills and techniques related to the use of basic Internet software tools for effective information search, exchange online communication and use a range of basic e-mail software tools to send, receive and store messages.
<b>Learning Outcomes</b>	Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:
	<ul style="list-style-type: none"> <li>a) Understand web browsing concepts</li> <li>b) Evaluate web content and search effectively for online information.</li> <li>c) Understand the basic concepts of online communities, communications and e-mail</li> <li>d) Use e-mail software to send, receive e-mails and manage e-mail</li> <li>e) Work responsibly and follow relevant security procedures when working online</li> </ul>
	Knowledge – at the end of the module/unit the learner will have been exposed to the following:
	<ul style="list-style-type: none"> <li>a) Understand the main functions of web browser software to navigate web-pages</li> <li>b) Be able to use the web browser tools to search for information</li> <li>c) Understand the concept of an online (virtual) community such as social networking websites, Internet forums and web conferencing</li> <li>d) Understand the need for security practices while working online</li> <li>e) Be able to use e-mail software tools to send, receive and manage e-mails</li> </ul>
	Skills – at the end of the module/unit the learner will have acquired the following skills:
	<p><b>Applying knowledge and understanding</b> The learner will be able to:</p> <ul style="list-style-type: none"> <li>a) Use correct procedures to access the internet</li> <li>b) Work with different browser tools to navigate web-pages</li> </ul>

	<p>c) Recognise good practice when using communication tools</p> <p>d) Use e-mail software tools to compose, format and send e-mail messages</p> <p>e) Ability to read and reply to e-mail messages properly</p>
	<p><b><i>Judgment Skills and Critical Abilities</i></b>  This section has been made sufficiently open to accommodate both vocational and academic orientations. Applicants can refer to Judgement Skills, or Critical Abilities (critical skills, dispositions, values and actions), or both.</p> <p>The learner will be able to:</p> <p>a) Analyse and change web browser settings to simplify navigation</p> <p>b) Explore suitable search techniques to find information online</p> <p>c) Explore and identify different ways of tackling common e-mail problems</p>
	<p><b><i>Module-Specific Communication Skills</i></b>  (Over and above those mentioned in Section B)</p> <p>The learner will be able to:</p> <p>a) Explain different connection methods to access the internet</p> <p>b) Recognise and explain how to protect and minimise security risks when online</p> <p>c) Recognise good practice when using electronic communication (e-mail)</p>
	<p><b><i>Module-Specific Learner Skills</i></b>  (Over and above those mentioned in Section B)</p> <p>The learner will be able to</p> <p>a) Modify web browser settings to meet different needs</p> <p>b) Evaluate the use of online references to make it easier to locate information another time</p> <p>c) Protect personal information</p> <p>d) Follow correct procedures while using e-mail application</p>
	<p><b><i>Module-Specific Digital Skills and Competences</i></b>  (Over and above those mentioned in Section B)</p> <p><i>(These digital skills are covered by the primary objectives of this course – so the skills referred to above address this section)</i></p>

	<p>The learner will be able to</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>etc.</p>	
<p><b>Hours of Total Learning for this Module / Unit</b></p>	<p>Contact Hours</p> <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin-left: auto;">10</div> <p>(Lectures/ seminars/ tutorials/ participation in online forums/ video lectures and other learning activities under the direction and control of an instructor).</p>	<p>Supervised Placement and Practice Hours</p> <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin-left: auto;">7</div> <p>(During these hours the learner is supervised, coached or mentored.)</p>
	<p>Self-Study Hours</p> <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin-left: auto;">5</div> <p>(Estimated workload of research and study.)</p>	<p>Assessment Hours</p> <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin-left: auto;">3</div> <p>(Examinations/ presentations/ group work/ projects etc.)</p>
<p><b>Total Learning Hours of this Module</b></p>	<p style="text-align: center;">_____25_____ Hours</p>	