

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC  
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

**PRESCRIPTION: EC320 E-MAIL AND INTERNET**

AIM OF MODULE:	To provide students with skills to make effective use of email and the internet.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	July 2010
PRESCRIPTION EXPIRY DATE:	November 2013

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1 Basic Principles		*			15
2 Practical E-mail			*		15
3 Internet Environment		*			25
4 Internet Application			*		45
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## LEARNING OUTCOMES

The student will:

- |   |   |   |
|---|---|---|
| C | 1 | Describe the basic components and functions of an electronic communication system.      |
| A | 2 | Communicate via e-mail using a variety of features and complying with given standards.  |
| C | 3 | Describe basic components, services and security issues related to use of the Internet. |
| A | 4 | Use the Internet effectively to perform given tasks.                                    |

## CONTENT

### 1 BASIC PRINCIPLES

- Describe the purpose and functions of an electronic communication system
- List components and describe factors that affect data transmission and data security in an electronic communication system. (eg Viruses, Flaming, Emoticons, Spamming, comparative speed)

### 2 PRACTICAL E-MAIL

- Complete practical e-mail exercises with emphasis on using features such as:
  - Conformity to organisation standards for e-mail
  - Appropriate content and message header for the targeted receiver(s)
  - Address to single receivers
  - Address to multiple receivers
  - Attach a document to an e-mail message
  - Provide evidence of an e-mail message being delivered
  - Identify incoming mail features
  - Display and print incoming messages
  - Identify the origin of incoming e-mail
  - Use automated replies to incoming e-mail messages
  - Create an auto signature
  - Demonstrate file organisation of e-mail messages and attachments
  - Solve a problem using e-mail

### 3 INTERNET ENVIRONMENT

- List hardware and software used for connecting to the Internet
- Describe a variety of services provided by Internet. (eg search engines, websites, e-mail, e-commerce, newsgroups, homepages, chat rooms, research)
- Describe a variety of options available for getting connected to the Internet including reference to the cost and benefits
- Describe data security issues
- Use given standard techniques for referencing material gathered from the Internet when it is used for work or study purposes

### 4 INTERNET APPLICATION

- Complete practical exercises to use the following features of Internet:
  - Connect to a known website address
  - Connect to a search engine site
  - Exchange information with an on-line computer service
  - Download and display information from an on-line service
  - Use the Internet to solve a problem