Appendix A: Objectives and Courseware Locations

ICT Communications Essentials

The ICT Communications Essentials course and this appendix are designed to help students prepare for the ICT Communications Essentials digital certificate exam. Students can use this appendix as a study guide to locate content within the ICT Communications Essentials courseware that corresponds to the specific skills objectives of the ICT Communications Essentials digital certificate exam.

Learning objectives for all courses in the ICT Essentials series are based on the Florida Department of Education's Curriculum Framework for Secondary–Middle School Information and Communications Technology skills, and align to National Assessment of Educational Progress (NAEP) frameworks for Technology and Engineering Literacy.

ICT Domain 2: Communications Essentials Learning Objective	<i>ICT Communications Essentials</i> Course Courseware Lesson, Topics and Activities	
Subdomain 2.1 Explain how the Internet and its components function to enable communications.		
2.1.1 Define "Internet," and explain how it uses protocols and data packets to enable computers to communicate.	ICT Communications Essentials Lesson 1: Using the Internet and the World Wide Web - What Is the Internet?	
 2.1.2 Identify requirements for connecting to the Internet. 2.1.3 Compare various Internet connection types (e.g., dial-up, cable, DSL, broadband, wireless, fiberoptic). 	 Lesson 1: Using the Internet and the World Wide Web Connecting to the Internet Activity: Internet Connection Terms Activity: Internet Connection — Find the Fib Game Activity: What Is Required to Connect to the Internet? 	
 2.1.4 Describe Internet addressing, including domain names, IP addresses, DNS. 2.1.5 Compare various top-level domains (.com, .org, .edu, .gov, .net, .mil). 	Lesson 1: Using the Internet and the World Wide Web - Internet Addresses - Activity: Domain Names Scavenger Hunt	

For more information about the ICT Essentials Suite of courses and certificates, visit www.ClWcertified.com.

ICT Domain 2: Communications Essentials	ICT Communications Essentials Course
Learning Objective	Courseware Lesson, Topics and Activities
 2.1.6 Distinguish the Internet from the World Wide Web. 2.1.7 Explain how Web browsers and Web servers interact to provide information to users. 2.1.8 Define "Uniform Resource Locator (URL)" and identify associated protocols, including http//:, ftp//:, mailto//:. 2.1.9 Use various techniques and tools to navigate and access information on the Web, including hyperlinks, Web page and browser components, file downloads. 	Lesson 1: Using the Internet and the World Wide Web - Web Addresses - World Wide Web - Web Browsers - Navigating the Web - Activity: Domain Names Scavenger Hunt - Activity: How Browsers Work - Activity: Label a Web Page
Subdomain 2.2 Conduct basic research using resources located o	n the Internet.
2.2.1 Use various techniques with common search engines to locate information on the Web, including basic vs. advanced searching, keywords, Boolean operators.	ICT Communications Essentials Lesson 2: Searching the Web - Understanding Search Engines - Activity: Internet Searching Techniques - Activity: Favorite Sport Report - Activity: Internet Scavenger Hunt - Case Study: Web Research — The Good, the Bad, the Biased (Group)
2.2.2 Evaluate search results and online information for relevance, credibility and quality using basic guidelines (e.g. authority, affiliation, purpose, bias).	Lesson 2: Searching the Web - Evaluating a Web Site - Activity: Evaluating a Website - Activity: Evaluating a Website - Advanced - Case Study: Web Research — The Good, the Bad, the Biased (Group)
2.2.3 Identify and apply copyright and fair use guidelines, and explain plagiarism as an ethical and legal violation.	Lesson 2: Searching the Web - Copyright and Fair Use - Activity: Protected by Copyright - Activity: Creative Project — Copyright and Fair Use

2.2.4 Lesson 2: Searching the Web Incorporate results from Internet searches into a research project (e.g., report, summary). - Keivity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Activity: Evaluating a Website - Case Study: Web Research — The Good, the Bad, the Biased (Group) - Copyright and Fair Use - Case Study: Web Research — The Good, the Bad, the Biased (Group) - Case Study: Web Research — The Good, the Bad, the Biased (Group) Subdomain 2.3 - Case Study: Web Research — The Good, the Bad, the Biased (Group) - Social Networking and My Privacy 2.3.1 - Case Study: Web Research — The Good, the Bad, the Biased (Group) - Social Networking and My Privacy 2.3.2 - Social Networking and My Privacy - Social Networking and My Privacy 2.3.3 - Cacebook, MySpace, - - Activity: Croup Digital Log - Activity: Cob	ICT Domain 2: Communications Essentials Learning Objective	ICT Communications Essentials Course Courseware Lesson, Topics and Activities
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		- Acceptable Use Policy - Activity: Acceptable Use Responsibilities Project

ICT Domain 2: Communications Essentials	ICT Communications Essentials Course	
Learning Objective	Courseware Lesson, Topics and Activities	
Subdomain 2.4 Demonstrate effective strategies and techniques for locating, preparing and/or creating Web content.		
 2.4.1 Describe effective text and image content for Web pages based on how visitors use the Web. 2.4.2 List guidelines and conventions for effective text on a Web page. 2.4.3 Explain the inverted pyramid model of newspaper journalism and how it applies to Web content. 2.4.4 	 ICT Communications Essentials Lesson 4: Creating Content for the Web Writing for the Web Creating a Basic Web Page Activity: Writing Effective Web Content – Venn Diagram Activity: Writing Effective Web Content – HTML Activity: Writing Effective Web Content – Online 	
2.4.4 Use word-processing software to create effective written content for a Web page.		
 2.4.5 Create and/or edit message-driven image content for a Web page using graphics software. 2.4.6 Access graphics through various resources (e.g., scanner, digital camera, CD-ROM, clipart, copyright-free online graphics). 	Lesson 4: Creating Content for the Web - Accessing Graphics for the Web - Activity: Writing Effective Web Content – HTML - Activity: Writing Effective Web Content – Online	
2.4.7 Plan the content and design of a basic Web page using strategies for effective Web communication, including brainstorming, determining audience, choosing content and media types, using white space.	 Lesson 4: Creating Content for the Web Creating a Basic Web Page Activity: Writing Effective Web Content – Venn Diagram Activity: Writing Effective Web Content – HTML Activity: Writing Effective Web Content – Online 	
Subdomain 2.5 Demonstrate effective and appropriate use of e-mail for online communication.		
2.5.1 Define "e-mail," and describe its functions and advantages as a form of communication.	ICT Communications Essentials Lesson 5: Communicating Using E-Mail - Introduction to E-Mail - Activity: Traditional vs. Electronic Mail	
2.5.2 Explain the format of an e-mail address (i.e., user name, @ symbol, domain).	Lesson 5: Communicating Using E-Mail - Understanding E-Mail Addresses	

ICT Domain 2: Communications Essentials Learning Objective	<i>ICT Communications Essentials</i> Course Courseware Lesson, Topics and Activities
 2.5.3 Identify components of an e-mail message, including addresses (sender and recipients), subject, body, attachments, etc. 2.5.4 Perform e-mail activities (send, reply, forward) using an e-mail client and/or Web-based e-mail. 2.5.5 Attach a file to an e-mail message. 2.5.6 Use an address book, a calendar and other features of an e-mail service. 	Lesson 5: Communicating Using E-Mail - Sending and Receiving E-Mail - Activity: Compose an E-Mail Message - Activity: Parts of an E-Mail Message - Activity: E-Mail Address Book
 2.5.7 Compose appropriate e-mail communications based on audience and purpose. 2.5.8 Demonstrate etiquette and safe practices when using e-mail. 	 Lesson 5: Communicating Using E-Mail E-Mail Etiquette Activity: E-Mail Etiquette and Safety – Learning Log Activity: Classroom Guide to E-Mail Etiquette and Safety