

# NCFE Level 2 Certificate in Telematics

## Lesson Plan

**Course:** Telematics - Intermediate

**Class Date:**

**Session Number:** 3

**Candidates Previous Knowledge:**

Basic level Telematics, ie Internet surfing and basic searching, email, sending and replying, desktop conferencing, whiteboard, text talk, audio and video.

**Learning Objectives:**

Candidates will be *introduced to Web Page design and plan* a page.  
Candidates will be able to *produce a basic Web page with* (IL ta) o pa  
Candidates will *understand the significance* of computers in de  
Candidates will *understand the basics of File* management - ons and file sizes.

**Learning Aids:**

Data projector and computer with Internet a, a tran, ies, handouts, dry board and markers, computer room.

**Means of Recognising Objectives:**

Questioning, circulate around cla, k ques

**Post Lesson Appra**

Pace & Structure:

Aids:

Subject matter:

Class Management & Candidate Participation:

Environment:

Facilities:

Materials:

Follow-Up Queries:

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Time (3 hour)	Subject	Method	Aids
Prior to class	Register		OHP & Trans Scheme of work Lesson plan Handouts
00.00	Register Candidates log on and check email	Tutor led practical	Register
00.15	<b>State what candidates will learn today</b> Basic HTML and Web page design. File management and file types.	Tutor led	Dry marker board and pens
	<b>Recap</b> See scheme of work to see what has been covered.	Questioning	
00.25	<b>Using HTML to design a Web page</b> What is HTML. Tags, headings, paragraph breaks, horizontal lines, indents.	Practical	Data Projector
00.40	<b>Exercise – 1 and 2 in “Guide to using HTML”</b>	Practical	“Guide to using HTML” booklet
01.30	<b>Break</b>		
01.45	<b>Recap</b>	Questioning	
01.55	<b>File size and download times</b> Look at different file sizes in Explorer Effects of file size on download times. Create folders and move files.	Tutor Led Discussion  Demonstration	Data projector OHT download times
02.00	<b>Exercises - “File sizes”</b>	Practical	<b>Exercises - “File types”</b> “File sizes”
02.35	<b>Email tutor to confirm what has been covered</b> Tutor to confirm, then use email as evidence.	Practical	<b>Syllabus</b>
02.50	<b>Recap</b> Questioning, feedback and close	Questioning	
	<b>Next week:</b> More web page design, e-mail attachments and forwarding messages.		