e-Quals Unit Syllabus

Level 1 – Using the Internet for finding and sending information

7266 – 005
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### Unit 005 Using the Internet for finding and sending information

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Unit 005 Using the Internet for finding and sending information

Syllabus Overview

Rationale
The aim of this unit is to equip candidates with the basic principles required to use the Internet. Candidates will be able to develop an understanding of the Internet and gain practical experience to browse the Internet effectively.

The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently perform a variety of Internet related tasks using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the internet and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes
There are five outcomes to this unit. The candidate will be able to:

- Explain basics of Internet connection and use
- Connect to the Internet
- Locate information
- Use basic e-mail via the Internet
- Explain Internet security issues

Guided learning hours
It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications
This unit contributes towards the knowledge and understanding required for the following qualifications

IT Users N/SVQ (iTQ) Level 1

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**Key Skills**
This unit contributes towards the Key Skills in the following areas

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**Assessment and grading**
Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.
Unit 005  Using the Internet for finding and sending information

Outcome 1  Explain basics of Internet connection and use

Underpinning knowledge
The candidate will be able to:

1. identify the equipment required to use the Internet
   a. hardware
   b. telephone connection
   c. computer
   d. modem or router
   e. Internet access account
   f. an application

2. identify factors that determine Internet speed

3. identify the elements that comprise a URL

4. identify typical services available via the Internet

5. identify the advantages and disadvantages of using the Internet

6. describe terminology associated with the Internet
   a. e-mail
   b. FTP (file transfer protocol)
   c. WWW (world wide web)
   d. HTTP (hypertext transfer protocol)
   e. HTML (hypertext markup language)
   f. URL (universal resource locator)
   g. browser
   h. ISP (Internet service provider)
   i. homepage

7. identify various ways in which a computer virus may be distributed across the Internet

8. explain general ‘netiquette’ terms and usage.
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Outcome 2  Connect to the Internet

**Practical activities**
The candidate will be able to:

1. select an ISP
2. sign-up to an online service eg web based e-mail
3. choose a browser application
4. use a modem/leased line to connect to the Internet
5. start the browser application.

**Underpinning knowledge**
The candidate will be able to:

1. describe the points taken into consideration when choosing an ISP (Internet service provider) eg
   a. subscription fee
   b. special deals eg free provision and types of support, access number eg local of free
   c. speed of connection
2. identify the steps in subscribing to an ISP
3. identify the costs involved in accessing and using the Internet
4. identify different browser applications.
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Outcome 3  Locate information

Practical activities
The candidate will be able to:
1  locate and select search engine
2  use URLs to locate sites
3  navigate web pages
4  use links or hotspots to locate sites
5  use search engines to find typical services
   a  one word
   b  several words
   c  “quote marks”
   d  + and – signs
   e  typed in question
6  use directories/folders to search for information
7  use meta searches
8  create bookmarks/favourites of visited URLs
9  use bookmarks/favourites to reload web pages
10 use forward back and past site history to locate sites
11 download information from a site
12 save and print web pages
13 locate and retrieve saved documents
14 exit the browser application and disconnect.

Underpinning knowledge
The candidate will be able to:
1  identify the purpose of search engines.
Unit 005 | Using the Internet for finding and sending information

Outcome 4 | Use basic e-mail via the Internet

Practical activities
The candidate will be able to:
1. use an e-mail application to
   a. create e-mail messages
   b. attach files to e-mail messages
   c. send e-mail messages
   d. find and retrieve e-mail documents
   e. read e-mail messages
   f. reply to e-mail messages
   g. forward e-mail messages
   h. open attached files
2. use an e-mail file management system to
   a. save and print e-mail messages or attachments
   b. delete e-mail messages
3. shut down the e-mail application.

Underpinning knowledge
The candidate will be able to:
1. explain the difference between system based e-mail and web based e-mail
2. identify the uses of e-mail
3. identify the advantages of using e-mail
4. identify features available
   a. to/from
   b. CC (Carbon Copy)
   c. BCC (Blind Carbon Copy)
   d. subject
   e. attachments
5. identify applications suitable for using e-mail via the Internet.
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Outcome 5  Explain Internet security issues

Practical activities
The candidate will be able to:
1  set security features
   a  virus protection
   b  screen locks
   c  passwords.

Underpinning knowledge
The candidate will be able to:
1  identify the reasons for using security features
   a  virus protection
   b  screen locks
   c  digital signatures
   d  passwords
2  identify the types of information that may be protected by copyright
   a  music
   b  shareware
   c  software
   d  graphics
   e  textual articles.
Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

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<thead>
<tr>
<th>Outcome</th>
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<td></td>
</tr>
<tr>
<td>5 Explain Internet security issues</td>
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Candidate Signature: ________________________________ Date: ________________________________

City & Guilds Registration Number: ________________________________

Quality nominee (if sampled): ________________________________ Date: ________________________________

Assessor Signature: ________________________________ Date: ________________________________

External Verifier Signature (if sampled): ________________________________ Date: ________________________________

Centre Name: ________________________________ Centre Number: ________________________________