e-Quals Unit Syllabus

Level 1 – Using the Internet for finding and sending information

7266 – 005

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
enquiry@cityandguilds.com

Contents

Unit 005 Using the Internet for finding and sending information

Syllabus Overview		2
Outcome 1	Explain basics of Internet connection and use	4
Outcome 2	Connect to the Internet	5
Outcome 3	Locate information	6
Outcome 4	Use basic e-mail via the Internet	7
Outcome 5	Explain Internet security issues	8
Unit record sheet		9

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

Outcome	Unit	
1, 2, 3	101	Make selective use of IT 1
1a, 1d	105	IT security for users 1
1, 2, 3, 4, 5	106	Internets and intranets 1
1, 2 , 3	107	E-mail 1
1, 2, 3, 4, 5	117	Use IT systems 1
1, 2, 3	118	Use IT to exchange information 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Application of number	
Communication	
IT	IT 1.1, IT 1.2
Working with others	
Problem solving	PS 1.1
Improving own learning	

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.

Unit 005 Using the Internet for finding and sending information

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.

Unit 005 Using the Internet for finding and sending information

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.

Unit 005 Using the Internet for finding and sending information

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.

Unit record sheet

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.

Outcome	✓	Date
1 **Explain basics of Internet connection and use**	☐	
2 **Connect to the Internet**	☐	
3 **Locate information**	☐	
4 **Use basic e-mail via the Internet**	☐	
5 **Explain Internet security issues**	☐	

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** .....

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
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