e-Quals Unit Syllabus

Level 1 Creating simple web pages

7266 – 009

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Contents

Unit 009	**Creating simple web pages**	
Outcome 1	Handling files	3
Outcome 2	Combining information	5
Outcome 3	Planning and producing (websites)	6
Outcome 4	Editing, formatting and laying out content	7
Outcome 5	Checking text	8
Outcome 6	Checking images	9
Outcome 7	Uploading - UPK only	10
Unit record sheet		11

Unit 009 Creating simple web pages

Syllabus Overview

Rationale

A candidate who successfully completes this unit will be able to use a simple text processor to create, edit and check common types of documents, a simple graphics package to prepare images and a simple WYSIWYG html editor to prepare web pages. The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently perform a variety of web design tasks using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the html application, file management and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

NB: Candidates undertaking this qualification

a. do not have to write 'html' code using a text processor
b. can use 'basic' WYSIWYG website 'html' applications
c. should not use major applications.

2. Candidates should be able to identify the code for an image source and a text link.
3. Image - no judgement to be made on composition but should be fit for purpose.
4. Centre based wiki's could be considered in completing this qualification as there is no requirement to upload the completed web page to the www

Learning outcomes

There are **seven** outcomes to this unit.

- Handling files
- Combining information
- Planning and producing (websites)
- Editing, formatting and laying out content
- Checking text
- Checking images
- Uploading - UPK only

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:

Outcome	Unit
1, 2, 3	101 – Make Selective Use of IT 1
1, 2, 3	102 – Operate a Computer 1
1, 2, 3	105 – IT Security 1
1, 2, 3, 4, 5	106 – Internets and Intranets 1
1, 2	108 – Word processing software 1
1, 2, 3, 4	111 – Website software 1
1, 2, 3, 4	112 – Artwork and imaging software 1
1, 2, 3, 4, 5	117 – Use IT systems 1

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

Unit 009 Creating simple web pages

Outcome 1 Handling files

Practical activities

The candidate will be able to:

1 work with directories/folders eg
   - a make new
   - b delete
   - c rename
   - d move (drag and drop)
   - e copy and paste

2 work with documents, text - using text processor, work with image - using painting application eg
   - a make new
   - b open
   - c save
   - d save as
   - e move
   - f delete
   - g rename
   - h print.

Underpinning knowledge

The candidate will be able to:

1 understand the need to update web sites eg
   - a local / remote file management
   - b file structure eg
     - i broken links
   - c document location
     - i isp
     - ii web space server
     - iii size of domain storage
   - d content out of date

2 web site format eg
   - a file size
   - b basic html.

Unit 009 Creating simple web pages
Outcome 2 Combining information

Practical activities

The candidate will be able to:

1 insert, format, size and position eg
- a text eg colour, alignment
- b image eg size, file size, type
- c table eg background colour, borders
- d links and anchors using basic navigation eg on page, e-mail.

Underpinning knowledge

The candidate will be able to:

1 produce information that communicates effectively and accurately taking into account eg
- a time
- b content
- c meaning
- d organisation
- e the information and the needs of the audience.

Unit 009 Creating simple web pages

Outcome 3 Planning and producing (websites)

Practical skills

The candidate will be able to:

1 make simple multiple-page websites and interactive websites

- a using a web design template to
  - i provide a plan of the basic layout of a web page showing the required elements
  - ii make a simple web page for viewing at 800 x 600 resolution.

Underpinning knowledge

The candidate will be able to:

1 understand different types of websites eg

- a single page websites, such as those with eg
  - i text
  - ii image
  - iii table
  - iv background
  - v internal text link and anchor
  - vi e-mail link
- b multi-page web sites including links eg
  - i text links
  - ii hotspot
  - iii button
  - iv e-mail.

Unit 009 Creating simple web pages

Outcome 4 Editing, formatting and laying out content

Practical activities

The candidate will be able to:

1 carry out basic editing and formatting techniques eg
   - a insert and delete
   - b cut or copy and paste
   - c drag and drop
   - d find and replace

2 carry out formatting of content using appropriate tools and techniques eg
   - a fonts (typeface) and type style eg bold or italic, colour
   - b choose colours for web elements eg background

3 work with image, table and diagram eg
   - a size and orientation

4 insert links and anchors eg internal link eg [TOP], external link eg e-mail link.

Underpinning knowledge

The candidate will be able to:

1 list what website features there are and the benefits and drawbacks for the user and website owner eg
   - a what different features are used on websites eg,
     - i backgrounds
     - ii content
     - iii sound
     - iv frames
     - v action buttons
     - vi links and hotspots

2 list what features are used to help the user navigate round a website

3 explain, as a user or owner, what you like and don't like about single page websites.

Unit 009 Creating simple web pages
Outcome 5 Checking text

Practical skills

The candidate will be able to:

1 check simple text:

- a for accuracy
- b for consistency
- c for layout
- d using spell checker
- e using grammar checker
- f using word count.

Unit 009 Creating simple web pages
Outcome 6 Checking images

Practical activities

The candidate will be able to:

1 check images for effectiveness and fitness for purpose eg
- a checking images for eg
  - i size and file size
  - ii alignment
  - iii orientation
- b checking file format is suitable eg
  - i .jpg
  - ii .gif
  - iii .png

Underpinning knowledge

The candidate will be able to:

1 state the need for graphic files to fit certain requirements for eg
- a physical dimensions
- b file size

2 quality eg:
- a .jpg for photo
- b 128 colour .gif for drawing
- c graphic compression
- d web safe pallet.

Unit 009 Creating simple web pages
Outcome 7 Uploading - UPK only

Practical skills

The candidate will be able to:

1 candidates do not have to upload to a server to complete this unit but should be able to state the requirements regarding ftp to a given web space eg candidates can set up for ftp but do not need to complete the transfer.

Underpinning knowledge

The candidate will be able to explain:

1 uploading content to web page template by eg
- a copy and paste into template on www
- b ftp
- c size considerations
- d speed considerations

2 what laws and guidelines affect day-to-day use of IT regarding content, eg
- a equal opportunities
  - i eg children, race, disability
  - ii language eg symbol use instead of just text
  - iii eg visually impaired
- c copyright, copy left, open source, GNU, data protection
- d security
- e guidelines set by employer or organisation.

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 **Handling files**	☐	
2 **Combining information**	☐	
3 **Planning and producing (websites)**	☐	
4 **Editing, formatting and laying out content**	☐	
5 **Checking text**	☐	
6 **Checking images**	☐	
7 **Uploading - UPK only**	☐	

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** .....

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