e-Quals 07 Unit Syllabus

Level 1 Living Online (IC³)
7266 – 013
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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800 www.cityandguilds.com
F +44 (0)20 7294 2400 enquiry@cityandguilds.com
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Rationale
The aim of this unit is to equip the candidate with the skills and knowledge to use computer networks effectively.

Learning outcomes
There are four outcomes to this unit. The candidate will be able to:
- Understand networks and the Internet
- Understand the concepts and use of electronic mail
- Obtain information using the Internet
- Understand the impact of computing and the Internet on society

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 3

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Assessment and grading
Assessment will be by means of a Certiport IC³ examination. Additional information is available from www.certiport.co.uk
Unit 013 Living Online (IC$^3$)

Outcome 1 Understand networks and the Internet

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

1. identify network fundamentals and the benefits and risks of network computing
2. identify the relationship between computer networks, other communications networks (e.g., telephone network) and the Internet.

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

1. identify ICT terminology
2. identify types of networks
3. understand how networks work
4. list the benefits of networking
5. identify the risks associated with networking
6. identify fundamental principles of security on a network
7. understand how the telephone system can transmit voice, documents by fax and data by fax or modem
8. understand the conversion of signals by a modem and data transfer and transmission speeds
9. understand the structure of the Internet
10. identify the types of hardware and software that are required to connect to the Internet
11. list the advantages and disadvantages of different types of Internet connections
12. identify the roles and responsibilities of an Internet Service Provider.
Unit 013  Living Online (IC³)

Outcome 2  Understand the concepts of, and be able to use, electronic mail

Practical skills
The candidate will be able to:
1. identify how e-mail works
2. insert how to use an e-mail application
3. identify the appropriate use of e-mail and “netiquette”.

Underpinning knowledge
The candidate will be able to:
1. understand the concepts of e-mail
2. identify the components of an e-mail message
3. identify the components of an e-mail address
4. identify when to use different e-mail options
5. understand how to access e-mail
6. identify the difference between standard e-mail and other forms of messaging
7. use e-mail
8. supplement an e-mail message
9. manage attachments
10. manage mail and mail folders, addresses and address books
11. identify frequently configured options
12. identify the advantages of e-mail
13. identify common problems associated with e-mail
14. understand good practice in the use of professional e-mail communication
15. identify when other forms of communication may be appropriate
16. identify effective procedures to maintain system security.
Unit 012  Key Applications (IC³)
Outcome 3  Obtain information using the Internet

**Practical skills**
The candidate will be able to:
1. identify different types of information sources on the Internet
2. use a web browsing application
3. search for information on the Internet.

**Underpinning knowledge**
The candidate will be able to:
1. identify terminology related to the Internet and the characteristics of different types of websites
2. identify the purpose and functionality of a browser
3. insert different ways of communicating using the Internet
4. identify the components of Uniform Resource Locator (URL) and use standard browser features
5. identify configuration settings in a browser and problems associated with the use of a browser
6. identify how a search engine works and use a search facility to locate information on the Internet
7. use advanced search features to effectively locate information
8. identify issues relating to the quality of information found on the Internet
9. identify how to evaluate the quality of information found on the Internet.
Unit 013 Living Online (IC³)
Outcome 4 Understand the impact of computing and the Internet of society

Practical skills
The candidate will be able to:
1. identify how computers are used in different areas of work, school and home
2. identify the risks of using computer hardware and software
3. identify how to use computers and the Internet safely, legally and responsibly.

Underpinning knowledge
The candidate will be able to:
1. identify the important use of computers and the Internet
2. identify the technology and processes involved with computers that perform computer related tasks
3. identify the impact of e-commerce on businesses, individuals and governments
4. identify how to maintain a safe working environment
5. identify injuries that can arise from the inappropriate use of computers and the protective actions to prevent them
6. identify risks to personal and organisational data and protective actions to reduce them
7. identify circumstances and protective measures for restricting access to files, storage devices, computers, networks of sections of the Internet
8. identify concepts related to intellectual property laws
9. understand the principles covering the availability and protection of information for individuals and organisations
10. identify hazards involved with e-commerce and how to avoid them
11. understand how to protect privacy and personal information when online
12. understand the rules, policies and laws that might affect an individual when using a computer at home or as a member of an organisation
13. know how to stay informed about emerging technologies
14. understand how to be a responsible user of computers and the Internet
15. list ways to share knowledge and experiences with others.
Unit record sheet
013 Level 1 Living Online (IC³)

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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</table>

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: ___________________________