e-Quals 07 Unit Syllabus

Level 1 Living Online (IC^3)

7266 – 013

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Unit 013 Living Online (IC^3)

Syllabus Overview

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

Outcome	Unit
1, 4	102 – Operate a computer 1
1, 4	105 – IT security for users 1
1, 2, 4	106 – Internets and intranets 1
2	107 – E-mail 1
4	115 – Evaluate the impact of IT 1
1	116 – General uses of IT
4	116 – General uses of IT 1
1, 4	117 – Use IT systems 1
1, 2, 3, 4	118 – Use IT to exchange information 1
2, 3, 4	120 – Purposes for using IT 1

Assessment and grading

Assessment will be by means of a Certiport IC^3 examination. Additional information is available from **www.certiport.co.uk**

Unit 013 Living Online (IC³)

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 (eg 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 (IC^3)

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 **Understand networks and the Internet**	☐	
2 **Understand the concepts and use of electronic mail**	☐	
3 **Obtain information using the Internet**	☐	
4 **Understand the impact of computing and the Internet on society**	☐	

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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