e-Quals Unit Syllabus

Level 1 Using ICT to communicate

7266 – 015

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Contents

Unit 015	**Using ICT to communicate**	
Syllabus Overview		2
Outcome 1	Access and use the Internet	3
Outcome 2	Input simple documents by word processing	4
Outcome 3	Input, send and receive e-mail messages	5
Outcome 4	Edit word processed documents and e-mails	6
Unit record sheet		7

Unit 015 Using ICT to communicate

Syllabus Overview

Rationale

The aim of this unit is to provide the learner with sufficient knowledge and experience to select and use the Internet, e-mail, and word processing to undertake basic communications tasks.

The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently *perform a variety of Internet, e-mail, and word processing related tasks to communicate* using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the Internet, e-mail, and word processing 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 **four** outcomes to this unit. The candidate will be able to:

- Access and use the Internet
- Input simple documents by word processing
- Input, send and receive e-mail messages
- Edit word processed documents and e-mails

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
1, 2, 3	102	Operate a computer 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

Assessment and grading

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

Unit 015 Using ICT to communicate

Outcome 1 Access and use the Internet

Practical Activities

The candidate will be able to:

1 access the Internet using dial-up or broadband services

2 open a browser application

3 select a search engine

4 use a URL to access web sites

5 navigate web pages using hyperlinks or hotspots

6 use suitable techniques to return to previously found information eg bookmarks or favourites

7 use basic Boolean searches in a search engine to locate typical services

- a one word
- b several words
- c "quotation marks"
- d + and – minus signs

8 use forward back and past history to locate sites

9 download information from a site

10 keep records of where useful information came from

11 save and print web pages.

Underpinning knowledge

The candidate will be able to:

1 identify the elements that comprise a URL

2 describe terminology associated with the Internet

- a e-mail
- b web-based e-mail
- c WWW (world wide web)
- d HTTP (hypertext transfer protocol)
- e FTP (file transfer protocol)
- f URL (universal resource locator)
- g ISP (Internet service provider)
- h Browser

3 identify the purpose of search engines

4 identify the precautions used when accessing the Internet eg viruses embedded in images; spyware; adware; phishing, spoof Internet sites.

Unit 015 Using ICT to communicate

Outcome 2 Input simple documents by word processing

Practical Activities

The candidate will be able to:

1 start the word processing application with a blank document

2 use a default page layout

3 input the required text with simple formatting

- a left align
- b enhancement (bold, underline, italic)
- c font size
- d paragraphs

4 use a spell checker on documents, and change text as required

5 proof read documents for accuracy, correctness, and meaning; and change as required

6 use print preview to check document layout, and change as required

7 save documents, with suitable file names in specified locations

8 save a document using 'save as'

9 print checked and previewed documents.

Underpinning knowledge

The candidate will be able to:

1 state how different font sizes can affect the readability and impact of a document

2 state the purpose of text enhancement (bold, underline, italics)

3 state the purpose of paragraphs

4 identify the limitations of spell checkers

5 state the importance of checking documents for accuracy correctness, and layout

6 state the difference between 'save' and 'save as'.

Unit 015 Using ICT to communicate

Outcome 3 Input, send and receive e-mail messages

Practical activities

The candidate will be able to:

1 access an e-mail program
2 create e-mail messages
3 attach files to e-mail messages
4 send e-mail messages
5 retrieve e-mail documents
6 read e-mail messages
7 open attached files
8 save and print e-mail messages
9 file e-mail messages in different folders/directories
10 delete e-mail messages
11 create e-mail messages off-line and save them for later transmission
12 shut down e-mail application.

Underpinning knowledge

The candidate will be able to:

1 identify the uses of e-mail
2 identify the advantages of e-mail
3 identify features available eg
   a to/from
   b CC (Carbon Copy)
   c BCC (Blind Carbon Copy)
   d subject
   e attachments
4 describe the actions that can be undertaken when a message is received
5 describe the precautions required when processing attachments
6 identify the dangers of receiving and transmitting e-mail eg phishing, viruses
7 explain general 'netiquette' terms and usage.

Unit 015 Using ICT to communicate

Outcome 4 Edit word processed documents and e-mails

Practical activities

The candidate will be able to:

1 open existing documents, and e-mail files from
   - a hard disk
   - b remote location
   - c removable/portable media
   - d optical media

2 edit existing documents by
   - a selecting (highlighting) and
   - b inserting and deleting
   - c copying and pasting
   - d cutting and pasting images, characters, and text blocks
   - e moving and copying text using mouse and ctrl key

3 check the existing text formats and change as required eg enhancement, colour, size, and paragraphs

4 save edited documents

5 print documents

6 send e-mails.

Underpinning knowledge

The candidate will be able to:

1 explain the need for editing both e-mails, and WP documents

2 explain the benefits of saving documents and e-mails before printing or sending.

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 **Access and use the Internet**	☐	
2 **Input simple documents by word processing**	☐	
3 **Input, send and receive e-mail messages**	☐	
4 **Edit word processed documents and e-mails**	☐	

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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