



# Internet and Email

## 4 Credits at Level 1

<b>Learner Name:</b>			
<b>Date of Birth:</b>		<b>Postcode:</b>	
<b>Tutor:</b>			
<b>Venue:</b>			
<b>Day:</b>		<b>Time:</b>	
<b>Course Code:</b>			
<b>IM Point</b>	Jan	Apr	July

### The main aim of this course is to:

Use the Internet safely and securely to search for and exchange information with other people. There will be an opportunity to gain a level 1 NOCN certificate.

### The main skills and knowledge are:

- Access websites by entering web addresses, from bookmarks or history
- Use search engines to locate information
- Download, save and print data from websites and emails
- Register to use online services
- Send and receive e-mails with attachments
- Store email addresses in an address book
- Understand safe, secure and lawful Internet use.





Unit Title: INTERNET AND INTRANETS

Accredited Unit No: ?

Credit Value: 2

Level: Level 1

Learning Outcomes	Assessment Criteria	Evidence to be found on page...	Date(s) achieved
<b>The Learner should be able to:</b>			
<b>1</b> Recognise how to use Internets and intranets	1.1	Describe what connection methods can be used to access the Internet and intranets and what different types of hardware, software and connections can be used to access the Internet.	
	1.2	Describe what the basic browser facilities are available and how to use them.	
	1.3	Describe what information and other opportunities are available.	
	1.4	Describe what Internet security risks there may be in downloading documents and software and in sharing information, such as personal details.	
	1.5	Describe what laws and guidelines affect day-to-day use of IT.	
<b>2</b> Use common connection methods to access, retrieve and exchange information from the Internet, World Wide Web or an intranet.	2.1	Search for information on the Internet or an intranet.	
	2.2	Find and evaluate information.	
	2.3	Exchange information following the rules of 'netiquette' when communicating with others.	

Unit Title: EMAIL

Accredited Unit No: ?

Credit Value: 2

Level: Level 1

Learning Outcomes	Assessment Criteria	Evidence to be found on page...	Date(s) achieved
<b>The Learner should be able to:</b>			
<b>1</b> Recognise how to use email	1.1 Describe the structure of email messages.		
	1.2 Describe routine problems with email (including difficulties with attachments, mail from unknown or misrepresented users and inappropriate content) and where and when to seek advice.		
	1.3 Identify common types of malicious software which can affect the use of email (including viruses, spyware and key loggers) and how to keep risks to a minimum.		
	1.4 Identify the general conventions ('netiquette'), laws and guidelines that affect the use of email.		
<b>2</b> Use email	2.1 Use basic software commands to send and receive emails.		
	2.2 Manage emails using basic facilities for deleting, finding emails and saving attachments to appropriate places.		
	2.3 Follow the relevant general conventions ('netiquette'), laws and guidelines when sending and replying to emails.		
	2.4 Format emails.		
	2.5 Maintain an email address book.		

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(I confirm that this portfolio is all my own work)*

Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(I confirm that this learner has satisfactorily demonstrated achievement of the above learning outcomes at a standard appropriate to Level 1)*