

UNIT TITLE: Email and internet for Access
LEVEL: Two
CREDIT VALUE: 3
NOCN UNIT CODE: CN1/2/NO/002
ACCREDITED UNIT NO:

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to use IT to exchange information. (UE2) ¹	1.1 Describe the structure of e-mail messages. 1.2 Describe at least 4 common facilities provided by e-mail systems 1.3 Describe routine problems with e-mail and where and when to seek advice. 1.4 Describe common types of malicious software which can affect the use of e-mail and how to keep risks to a minimum. 1.5 Identify the general conventions, laws and guidelines that affect the use of e-mail.
2. Use IT to exchange information. (UE2)	2.1 Use basic software commands to send and receive e-mails. 2.2 Manage e-mails using facilities for deleting, finding e-mails and saving attachments to appropriate places. 2.3 Follow the relevant general conventions, laws and guidelines when sending and replying to emails. 2.4 Maintain an address book (contact list) including setting up groups (distributions lists).
3. Know how to use the internet. (NET2) ²	3.1 Describe what connection methods can be used to access the Internet and what own connection will and will not do. 3.2 Describe what browser facilities are available and how to use them. 3.3 Describe Internet security risks when downloading documents and software and in sharing information, such as personal details. 3.4 Describe legal, ethical and economic risks in downloading documents and software. 3.5 Describe ways of protecting against risks, such as browser security settings, firewalls and user access controls.

¹ E-skills ITQ

² E-skills ITQ

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
4. Use the internet to access, retrieve and exchange relevant information. (NET2)	4.1 Search for and find information on the Internet 4.2 Assess the quality and value of the information. 4.3 Choose and use appropriate methods of exchanging information. 4.4 Use interactive sites. 4.5 Customise browser settings to improve the performance of software.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

Case study	O	Project	O
Written question & answer/test/exam		Role play/simulation	O
Essay		Practical demonstration	O
Report	O	Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	O
Reflective log / diary		Practice file	O

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	