USE THE INTERNET

UNIT CODE: IT/CU/ICTA/CR/05/4/B

UNIT DESCRIPTION

This unit covers the competencies required to understand how internet communication and browsing is done. It involves understanding fundamental concepts of the internet, accessing the internet, demonstrating the use of search engines and application of internet communication tools.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA *(Bold and italicized terms are elaborated in the Range)*
1. Understand fundamental concepts of internet.	1.1 **The internet terminologies are defined.** 1.2 **Application areas of the Internet are outlined.** 1.3 **Requirements of internet connectivity are outlined.** 1.4 **Impacts of internet are outlined.**
2. Access the internet	2.1 ***Web browsing applications*** are identified. 2.2 ***Common interface features*** of web browsers are **identified.** 2.3 **Navigation within a web page and across web site is done.** 2.4 **Customization of web browser is done.**
3. Demonstrate using search engines.	3.1 Common ***search engines*** are identified 3.2 Effective ***search principles*** are outlined. 3.3 Downloading and uploading of files is done
4. Apply internet communication tools.	4.1 ***Communication tools*** are identified. 4.2 User accounts are created and customized. 4.3 Effective application of communication tools is demonstrated. 4.4 Appropriate ***netiquette principles*** are applied when communicating. 4.5 Necessary ***privacy principles*** are applied when communicating.

RANGE

Variable	Range
5. Web browsing applications May include but is not limited to:	• Google chrome • Firefox • internet explorer • opera
1. Common interface features may include but is not limited to:	• Home button • Back and forward button • Refresh button • Address bar • Bookmarks • History.
6. Search engines ay include but is not limited to:	• Google • Yahoo • MSN (Microsoft software network) • Bing • Ask.com
7. Search principles ay include but is not limited to:	• Key words • Using Boolean • Using quotes
8. Communication tools ay include but is not limited to:	• Email • Instant messaging • Blocks • VoIP • Social networks • SMS
9. Netiquette principles ay include but is not limited to:	• Privacy • Best practices
10. Necessary privacy principles ay include but is not limited to:	• Limiting profile • Disabling password memory • Avoiding social engineering • Avoiding pharming and phishing • Safe Wi-Fi connectivity • Strong passwords

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

- Fundamental concepts of internet connectivity
- Using web browser in navigating web sites and customizing settings
- Effective information searching
- Effective application of communication tools

REQUIRED SKILLS

The individual needs to demonstrate the following additional skills:	
- Communications (verbal and written); - Proficient in ICT - Time management; - Analytical - Faults troubleshooting - Problem solving - Planning	- Decision making; - Report writing;

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and understanding and range.

1	Critical Aspects of Competency	*Assessment requires evidence that the candidate:* 1.1 Outlined fundamental concepts of internet connectivity. 1.2 Used a web browser to navigate the web and customized access settings. 1.3 Retrieved desired information using a search engine. 1.4 Used and customized various communication tool as per the need 1.5 Applied appropriate netiquette and privacy principles when communicating.
2	Resource Implications	Resources the same as that of workplace are advised to be applied Including computer with internet connectivity, printer, connection devices (router, modem)
3	Methods of Assessment	Competency may be assessed through: • Oral questioning

		• Practical test
		• Written test
4	Context of Assessment	Competency may be assessed individually in the actual workplace or through simulated work environment
5	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.