

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

**Unit Title:** ICT: Advance Use of ICT

**Ungraded Unit Reference Number:** UD33DEV10

**Module:** Developmental

**Level:** Three (3)

**Credit Value:** Three (3)

| Learning Outcome (The Learner will):   | Assessment Criterion (The Learner can):  |
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| 1. Know how to use a computer and computer applications to produce a wide variety of documents suitable for purpose  | 1.1 Use at least three computer applications to create documents suitable for purpose  |
|  | 1.2 Use a wide range of appropriate formatting tools to enhance documents for ease of reading and / or interpretation              |
| 2. Know how to use a computer to store documents systematically and securely so they may be retrieved efficiently    | 2.1 Create folders and sub-folders and save files systematically   |
|  | 2.2 Save files to removable storage using filenames that reflect the content and version of the file                               |
|  | 2.3 Save backup copies of files in different locations to reduce the chance of accidental loss and justify the backup methods used |
| 3. Know how to use a range of ICT applications to share information in a range of appropriate formats                | 3.1 Use a variety of ICT tools to share image files in a variety of different formats suitable to the needs of the recipient       |
|  | 3.2 Use a variety of ICT tools to share links to relevant Websites and Web pages   |
|  | 3.3 Use file compression techniques to reduce memory overheads and speed up transfer of files                                      |
| 4. Understand the scope of the World Wide Web and how to use the Internet to retrieve accurate, relevant information | 4.1 Evaluate the use of the Internet for collecting accurate and up to date information or data                                    |

4.2 Use the Internet to collect relevant information or data for a specified purpose and justify choices