

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: Using ICT

Ungraded Unit Reference Number: UD23DEV09

Module: Developmental

Level: Two (2)

Credit Value: Three (3)

Units barred for selection against this unit:

- **ICT: Using ICT and Word Processing (UD26DEV24)**

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to use a computer and computer applications to produce documents suitable for audience and purpose	1.1 Use at least two computer applications to create documents suitable for purpose
	1.2 Use appropriate formatting tools to enhance documents for ease of reading and / or interpretation
2. Know how to use a computer to store documents securely so they may be retrieved efficiently	2.1 Save files to removable storage using filenames that reflect the content of the file
	2.2 Save backup copies of files in different locations to reduce the chance of accidental loss
3. Know how to use ICT to share information in appropriate formats	3.1 Use emails with attachments to share image files in a format that the receiver can access
	3.2 Use emails to share links to relevant Websites and Web pages
4. Understand the scope of the World Wide Web and use the Internet to retrieve accurate, relevant information	4.1 Briefly describe the nature of the World Wide Web
	4.2 Explain how different individuals and organisations share information using the World Wide Web

4.3 Use the Internet to collect information or data for a specified purpose and identify the three most relevant sources