



Use Digital Literacy Skills To Access The Internet



INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF913

ISBN: 978-1-925179-13-2

❖ General Description

This unit describes the performance outcomes, skills and knowledge required to operate common accounting software packages in order to maintain enterprise financial records.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand some of the wider implications of working with computers
- describe various hardware components
- display a broad understanding of the **Internet** and its components
- get a working connection to the **Internet**
- understand and conduct effective searches of the **Internet**
- create and use favourites and the **Favourites** bar
- use the **Internet** with a good awareness of security issues
- understand and locate consumer information on the **Web**
- conduct an online transaction
- use **Gmail** to send and receive emails and understand how to use **Skype**
- upload photos into **Flickr** and videos into **YouTube**

❖ Target Audience

This unit applies to individuals who locate, organise, understand, evaluate and analyse information using digital technology in the areas of entertainment, communication, internet searching online participation, networking and commercial transactions.

❖ Prerequisites

Use Digital Literacy Skills To Access The Internet ICAICT108A assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

166 pages

❖ Student Files

Many of the topics in **Use Digital Literacy Skills To Access The Internet ICAICT108A** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF913**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping
- ✓ Complete and comprehensive learning resources

❖ Formats Available

- ❖ A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: **RB - INF913**)

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Product Information



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- ✓ Breaks And Exercises
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➤ Uploading To A Website

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➤ Concluding Remarks



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