

**ICPMM263B****Access and use the Internet****Description**

This unit describes the performance outcomes, skills and knowledge required to access and use the Internet within the printing and graphic arts industries.

**Employability Skills**

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

**Application**

This unit describes the skills needed to access and use the Internet within the printing and graphic arts industry.

**Competency Field**

Multimedia

**Prerequisite units**

This unit may be assessed with a range of other units relating to design and production of a multimedia product.

**ELEMENT**

1. Identify and use local resources

**PERFORMANCE CRITERIA**

- 1.1 Installed Internet software applications and their purposes are identified
- 1.2 Internet software applications are used online and offline
- 1.3 Extracting (decompressing) software and virus scanners are used on downloaded files
- 1.4 Identify Internet connection and protocols
- 1.5 Applications and files are downloaded and installed correctly
- 1.6 Potential security risks are identified and avoided

2. Identify and use remote resources

- 2.1 Websites are navigated to locate required information
  - 2.2 Files and documents are accessed using the Internet (world wide web) search engines
  - 2.3 The Internet is browsed to find related sites via links
  - 2.4 Files are retrieved from an FTP repository
  - 2.5 Emails are sent, downloaded, read, responded and saved to
  - 2.6 Files attached to incoming email are retrieved and attached files are sent
  - 2.7 Newsgroups relevant to the industry are accessed
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**REQUIRED SKILLS AND KNOWLEDGE***Essential knowledge:*

The following knowledge must be assessed as part of this unit:

**How to initiate and conclude an Internet connection**

- If a connection attempt fails, what could be the cause and what do you do?
- How do you know if you are still online, and how do you log off?

**Appropriate uses of different Internet protocols and data types (WWW, email, etc)**

- Name TWO WWW search engines.
- What is a URL?
- Why might you sometimes use email to respond to a newsgroup post?
- What is shareware?
- In which of these is maintaining (upper / lower) case important: URLs, file names, passwords?
- What are “zip” files and why are they used?
- What is the difference between Java and JavaScript?
- In what ways can you use the Internet to obtain product information and technical support?
- Approximately how long would it take to download one megabyte of data using a fast modem?

**Privacy and security measures related to on line tasks**

- What information would you refuse to provide when filling out a form on a web page?
- What are cookies?
- Why should you not leave the terminal unattended while online?
- Which types of files can carry viruses?
- Why must you scan for viruses before and after extracting the files from a compressed archive?
- Who owns the copyright on the types of data you retrieve?

**Information sources**

- What manuals, safety and other documentation are relevant to this task and where are they kept?
- What information is included in these documents?

*Essential skills:*

The following skills must be assessed as part of this unit:

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- Collecting, analysing and organising information by navigating websites to locate required information
- Planning and organising activities by navigating websites to locate required information
- Problem-solving skills by extracting files and virus scanning
- Use of technology by accessing and using the Internet

**RANGE STATEMENT**

Software applications

May include a wide range of programs, some current examples of which may be Eudora, Netscape. Note: these programs are constantly being upgraded and replaced and appropriate up-to-date programs should be selected

**RANGE STATEMENT**

Relevant terminology used

May include but not be limited to ISDN, PPP, TCP / IP, URL, Java, JavaScript, HTML, Download, WWW, cookies, zip files and others