

Unit Title: Using Email And Text Messaging
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJC554
Ofqual Unit Code: L/506/0365

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use email.	1.1	Open and close an email software package.
		1.2	Access and read an email.
		1.3	Delete an email.
		1.4	Reply to an email.
		1.5	Forward an email.
		1.6	Create an email and send it to a specified address.
2.	Be able to use a mobile phone for text messaging.	2.1	Access the message menu on a mobile phone.
		2.2	Select and read a message in the inbox.
		2.3	Reply to a message.
		2.4	Write a new message and send it to a number stored in the phone book.
		2.5	Delete a received message.

Assessment Guidance:

NA

Additional Information:

NA