

Unit Title: Using Email And Text Messaging
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJG575
Ofqual Unit Code: M/617/3834

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 device for text messaging.	2.1	Access the message menu or app on a mobile device.
		2.2	Select and read a message.
		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 message.

Assessment Guidance:

NA

Additional Information:

NA