

BCS Online Basics Entry Level 3 Syllabus

Version 2.0.
October 2014.

**THIS QUALIFICATION WILL BE RETIRING IN 2023.
THE LAST DATE TO REGISTER LEARNERS WILL BE 31ST MAY 2023.**

CATEGORY	REF.	TASK ITEM
1. Getting Started	1.1	Start the computer and log on securely using a username and password.
	1.2	Shut down the computer properly.
2. The Internet	2.1	Understand that the Internet is the global, physical network of networks, and is used to support services like the World Wide Web (WWW) and email.
	2.2	Understand what the World Wide Web (WWW) is.
	2.3	Identify uses of the World Wide Web (WWW).
	2.4	Understand the importance of evaluating information on the World Wide Web (WWW).
	2.5	Understand that an Internet Service Provider (ISP) provides access to the Internet.
	2.6	Identify the options for connecting to the Internet like: cable, wireless.
3. Web Browsing	3.1	Understand what a web browser is.
	3.2	Recognise that the default page of a web browser is called the home/start page.
	3.3	Understand the terms uniform resource locator (URL), hyperlink.
	3.4	Understand the terms favourites, bookmarks.
	3.5	Understand the term browser history.
	3.6	Go to a URL.
	3.7	Log onto a website securely using a username and password.
	3.8	Activate a hyperlink, image link.
	3.9	Navigate on a website: back, forward, home.
	3.10	Print a web page.
	3.11	Complete and submit a web based form.
	3.12	Understand the term search engine.
	3.13	Search for information using keywords.
	3.14	Download a file from a web page.
	3.15	Understand the concept of an online (virtual) community. Recognise examples like: social networking websites, Internet forums, chat rooms, online computer games, blogs.
	3.16	Identify a secure website: https, lock symbol.

CATEGORY	REF.	TASK ITEM
4. Email	4.1	Understand that email is a digital messaging service carried on the Internet.
	4.2	Know about different email accounts: Internet Service Provider (ISP) accounts, webmail.
	4.3	Understand the make up and structure of an email address.
	4.4	Understand what an attachment is and the implications of its size.
	4.5	Understand the term virus.
	4.6	Understand security risks associated with opening certain email attachments.
	4.7	Be aware of the possibility of receiving fraudulent and unsolicited email.
	4.8	Understand the term phishing. Recognise attempted phishing.
	4.9	Understand the term address book.
	4.10	Understand the terms inbox folder, sent items folder.
	4.11	Open an email.
	4.12	Create a new email message.
	4.13	Insert an email address in the To field.
	4.14	Insert a title in the Subject field.
	4.15	Enter text within an email message.
	4.16	Send an email.
	4.17	Reply to an email.
	4.18	Forward an email.