

ECCC SYLLABUS

MODULE: **IT M6** INFORMATION AND COMMUNICATION TECHNOLOGIES

LEVEL: INTERMEDIATE **(B)**

The exam covers all the material taught at basic level **(A)** together with the skills presented below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. The nature of information and communication technologies	1.1. Community networks. 1.2. Potential threats to ICT systems. 1.3. Personal data protection.
2. Web browser, information search	2.1. Browser configuration settings. 2.2. Using bookmarks. 2.3. Organizing favourites. 2.4. Using web browser history. 2.5. Browsing certified web sites. 2.6. Web advanced search. 2.7. Pop-ups, temp files, Cookies.
3. Electronic communication, an email client	3.1. Formatting email text. 3.2. Defining email recipients – TO, CC, BCC fields. 3.3. Using Forward, Reply to all functions. 3.4. Sending attachments. 3.5. Receiving attachments. 3.6. Sorting emails and searching for an email. 3.7. Using a digital signature.
4. RSS channels	4.1. Data source subscription.
5. Internet communicators	5.1. Account configuration settings. 5.2. Setting a presence status. 5.3. Establishing text connections. 5.4. Establishing audio/video connections. 5.5. Files transfer.
6. Internet forums	6.1. Registering on an Internet forum and account settings. 6.2. Creating threads. Posting messages on Internet forums. 6.3. Navigating Internet forums.