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| Title | **Manage e-mail and internet** |
| Level | **2** | **Credits** | **5** |

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| Purpose | This basic module intends to provide knowledge and skills for managing email/internet. It also deals with basic interface, tools/menu management, safety aspects, and email/internet software handling techniques. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and understanding** |
| **F1:****Configure e-mail account** | **The student will be able to:**P1-Demonstrate the steps for Email account configuration.P2-Identify Errors while Email configuration. | K1- Define Email.K2- State how to configure an e-mail account. |
| **F2:****Sort out email** | **The student will be able to:**P1-Demonstrate sorting out of emails on the PCP2-Perform successfully sorting out of emails as per instructions. | K1- Describe procedure of sorting out emails in the outlook and its benefits.. |
| **F3-****Manage Address Book** | **The student will be able to:**P1-Open address book.P2-Demonstrate the method of managing the address book by adding some contacts, removing contacts, importing, exporting sorting and updating etc. | P3-K1- Understand and define address bookK2- Explain procedure of using and maintaining address book. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and understanding** |
| **F4:****Achieve e-mail Data** | **The student will be able to:**P1-Learn the procedure of Archiving Email dataP2-Demonstrate practically the procedure of archiving emails, as per requirements | K1- Brief the procedure of archiving emails, as per requirement..K2- Narrate the specific procedure with dates to archive e- mails. |
| **F5:****Perform Browsing** | **The student will be able to:**P1-Perform the components of browsing as per given instructions.P2-Suffering through different sources and finding what’s required | K1-. Define Browsing.K2- Explain procedure of Browsing |
| **F6:****Download Data** | **The student will be able to:**P1-Demonstrate the procedure of downloading data.P2-Demonstrate precautions to be taken to download data.P3-View this downloaded data any time, the format should be compatible and should be virus free. | K1- Define downloading.K2- Explain procedure of Downloading |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and understanding** |
| **F7:****Send and receive e-mails** | **The student will be able to:**P1-Demonstrate the procedure to send an email. P2-Demonstrate the procedure to receive an Email.P4- Perform the components to send/Receive Emails.P5- Demonstrate the procedure to receive an Email and send an Email. | K1- Describe precautions to be taken for sending/receiving Emails. |