Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Using a Computer Keyboard in a Workplace Setting
QAC Code:	D/615/5801
Level:	Entry 2
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to type using an alphanumeric keyboard	1.1 Demonstrate using an alphanumeric keyboard to copy type a piece of text, including using: a) Letter keys b) Number keys c) Special character keys
	1.2 Give examples of job roles that require the use of an alphanumeric keyboard