Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Computer and Online Basics
Unit Reference Number:	R/615/6265
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand basic computer parts and key input devices	1.1 State 2 different types of computer
	1.2 Give a minimum of 3 examples of how computers are used
	1.3 Identify the following: a) Input devices b) Output devices
	1.4 Identify the different groups of keys on a standard qwerty key board
2 Know how to set up a computer and use hardware devices	2.1 Identify steps for starting and shutting down a computer
	2.1 Perform a minimum of 3 tasks using a input devices
3. Understand common computer terminology	3.1 State the difference between hardware and software
	3.2 Explain the following terms: a) World Wide Web (WWW) b) Intranet c) Programmes d) Data

		e) Operating systems
4. Know career opportunities for those who are IT literate	4.1 Give an example of how computers are used for: a) Business reasons b) Personal reasons	
	4.2 Identify career opportunities available for a computer-literate person	