

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Personal Information Management Software
QAC Code:	A/506/3455
Level:	Level 2
Credit Value:	2
Minimum GLH:	15

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Use calendars to schedule appointments and meetings	1.1 Create, edit and delete multiple calendar entries
	1.2 Arrange recurring appointments
	1.3 Invite others to meetings and monitor attendance
	1.4 Respond to meeting requests from others
	1.5 Create reminders for calendar appointments and events
	1.6 Locate, organise and display appointments and events as required
	1.7 Import and export calendar data
	1.8 Describe how to share calendars with other users
2. Use a task list to prioritise activities	2.1 Create, edit and delete tasks information
	2.2 Organise and display tasks, setting targets for completion
	2.3 Monitor task progress and set reminders
	2.4 Report on task status and activity

	2.5	Use software features to work collaboratively on tasks with other users
3. Use an address book to store, organise and retrieve contact information	3.1	Create, update and delete contact information
	3.2	Locate, organise and display contact information efficiently
	3.3	Create additional contact lists to separate work and leisure contacts
	3.4	Select and export contact details for use in other applications
	3.5	Create and modify a distribution list
	3.6	Share contact information with others responsibly
	3.7	Explain why it is important to use personal data responsibly and safely
	3.8	Describe why and how to keep contact information up to date