

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Developing Computer Skills
Unit Reference Number:	D/615/6270
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. Know how to interact with and use ICT devices in order to meet given needs	1.1 Use correct procedures to start and shut down an ICT device
	1.2 Use input and output devices
	1.3 Recognise and use interface features
	1.4 Use appropriate terminology when describing ICT devices and systems
2. Know how to connect to the internet	2.1 Identify different ways of connecting to the internet
	2.2 Demonstrate how to connect a device to the internet
	2.3 Outline the advantages and disadvantages of the following: a) Desktop b) Laptop c) tablet d) Smart-phone
3. Use browser software to navigate web pages	3.1 Identify common features of different browsers
	3.2 Demonstrate how to use a browser to navigate web pages

	3.3	Identify why browser settings might need to be changed in order to aid navigation
4. Use browser tools to search for information	4.1	Demonstrate how to use search criteria
	4.2	Search web-based sources of information
	4.3	From a given brief, search for and bookmark information
5. Know how to work safely and securely when working online	5.1	State the need to keep information secure
	5.2	Demonstrate how to set, use and change passwords
	5.3	State one way to minimise the risk of computer viruses
	5.4	State what 'online safety' means and give one example of how to do this personally
6. Know how to compose and send an email	6.1	Demonstrate how to open, read, compose and send an email message
	6.2	Add an attachment to an email
7. Know how to respond to ICT problems	7.1	Respond to common problems that occur when using ICT systems and devices
	7.2	Outline how to obtain and use support when needed to overcome problems