

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	IT Software Fundamentals
Unit Reference Number:	M/615/6273
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to select and use software applications	1.1 Identify a minimum of 3 software applications and give examples of their use
	1.2 Select and use appropriate software applications to develop, produce and present different types of information
	1.3 Identify what types of information are needed
2. Know how to use software to edit, format and display information	2.1 Enter, organise and format different types of information to meet needs
	2.2 Apply editing techniques to refine information as required
	2.3 Combine information of different forms or from different sources to meet needs
	2.4 Select and use appropriate page layout to present information effectively
3. Know how to present information in ways that are fit for purpose and audience	3.1 Use software function(s) to aid accuracy of work
	3.2 Produce information that is fit for purpose and audience