

Open Awards Qualification Unit



1 Unit Details

Unit Title:	Using a Calendar Application
Unit Reference Number:	R/650/3687
Level:	Entry Level 1
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 use a calendar application on a device	1.1 Identify a suitable calendar application
	1.2 Open a suitable calendar application
	1.3 Change the calendar display to own preferences including day/week/month
	1.4 Close the calendar application
2. Be able to gain information from a calendar application	2.1 Identify events in a calendar application
	2.2 Navigate to an event of choice
	2.3 Access information relating to the event on the calendar application
3. Be able to communicate events in own calendar	3.1 Identify an appropriate person to share events with
	3.2 Share calendar events via a calendar application