

# Open Awards Qualification Unit



## 1 Unit Details

Unit Title:	Using and Updating a Calendar Application
Unit Reference Number:	Y/650/3689
Level:	Entry Level 2
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 add events to own calendar application	1.1 Open a chosen calendar application
	1.2 Navigate to the appropriate day/date in the calendar application
	1.3 Add event to own calendar
	1.4 Set a reminder for the event in own calendar
	1.5 Close the calendar application
2. Be able to edit and remove events in own calendar application	2.1 Edit events in own calendar to: <ul style="list-style-type: none"><li>• Change the day/date of the event</li><li>• Change the time of the event</li></ul>
	2.2 Remove events from own calendar in chosen calendar application
	3.1 Invite appropriate people to events in a calendar application
3. Be able to invite appropriate people to events in a calendar application	3.1 Invite appropriate people to events in a calendar application