

Unit Title: Digital Literacy
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC503
Ofqual Unit Code: K/506/0339

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand computer basics.	1.1	Identify basic computer hardware and how it is used.
		1.2	Identify common computer terminology.
		1.3	Identify computer performance, features and programs.
		1.4	Identify the features and functions of computer operating systems.
		1.5	Identify career opportunities relating to computers.
2.	Understand the Internet and World Wide Web.	2.1	Identify different uses for the Internet.
		2.2	Identify how to use the World Wide Web.
		2.3	Identify how to communicate on the Internet.
3.	Understand productivity programs.	3.1	Identify common features and commands of programs.
		3.2	Identify word processing features.
		3.3	Identify spreadsheet features.
		3.4	Identify presentation program features.
		3.5	Identify database features.
4.	Understand computer security and privacy.	4.1	Identify computer security and privacy basics.
		4.2	Identify how to protect computers and data.
		4.3	Identify how to protect individuals and their families from computer security threats.
		4.4	Identify how to keep computers secure and updated.
		4.5	Identify computer ethics.
5.	Understand digital lifestyles.	5.1	Identify the benefits of digital devices.
		5.2	Identify digital audio features and characteristics.
		5.3	Identify digital video features and characteristics.
		5.4	Identify digital photography features.
		5.5	Identify career opportunities relating to digital devices.

Unit Title: Digital Literacy
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC503
Ofqual Unit Code: K/506/0339

Assessment Guidance:

NA

Additional Information:

NA
