

Unit Title: Computer Basics	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	CN1/E3/LQ/004
Ofqual Unit Reference Number:	F/506/9757

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know about different parts of a computer.	1.1. State the importance of computers in today's world. 1.2. Identify the main parts of a computer. 1.3. Identify the different groups of keys on a keyboard. 1.4. Perform different tasks by using a mouse.
2. Know computer terminology.	2.1. Outline what is meant by the following terms: <ul style="list-style-type: none"> • operating system; • software; • data; • network. 2.2. Give examples of different types of network. 2.3. Outline what is meant by the following terms: <ul style="list-style-type: none"> • Internet • Intranet.
3. Know about computer performance and features.	3.1. State the features of different types of computer. 3.2. Outline the role of computer memory. 3.3. Outline the basics of computer performance. 3.4. Outline different types of communication program. 3.5. Outline the uses of different kinds of communication program.

4. Know about computer operating systems.	4.1. Identify the common functions of a computer operating system. 4.2. Identify the main components of an interface. 4.3. Work with a selected interface within programs. 4.4. Manage files and folders.
---	--

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	
Reflective log/diary	O	Practice file	