Unit Title:	**Personal Information Management Software**
Unit Level:	**Entry 3**
Unit Credit Value:	**1**
GLH:	**10**
LASER Unit Code:	**CAJ043**
Ofqual Unit Code:	**J/502/2214**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Use a calendar to schedule appointments.	1.1	Create, edit and delete calendar entries.
		1.2	Organise and display appointments as required.
2.	Use a task list to prioritise activities.	2.1	Create, edit and delete task information.
		2.2	Organise and display tasks, setting targets for completion.
3.	Use an address book to store, organise and retrieve contact information.	3.1	Create, edit and delete contact information.
		3.2	Organise and display contact information.
		3.3	Describe why it is important to use personal data responsibly and safely.
		3.4	Outline why and how to keep contact information up to date.

Assessment Guidance:
Assessment can be undertaken through: • an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity   • work for a real purpose portfolio of evidence.

Additional Information:
NA