

**Unit Title:** Understanding Computer Basics  
**Unit Level:** Entry 3  
**Unit Credit Value:** 1  
**GLH:** 5  
**LASER Unit Code:** WJC505  
**Ofqual Unit Code:** K/506/0356

This unit has 5 learning outcomes.

| LEARNING OUTCOMES |  | ASSESSMENT CRITERIA |  |
|-------------------|--|---------------------|--|
| The learner will: |  | The learner can:    |  |
| 1.                | Understand basic computer parts and key input devices. | 1.1                 | State the importance of computers in today's world.                      |
|                   |  | 1.2                 | Identify the main parts of a computer.                                   |
|                   |  | 1.3                 | State the key steps in starting a computer.                              |
|                   |  | 1.4                 | State the key steps in shutting down a computer.                         |
|                   |  | 1.5                 | Identify the different groups of keys on a keyboard.                     |
|                   |  | 1.6                 | State three different tasks which can be carried out by using a mouse.   |
| 2.                | Understand common computer terminology.                | 2.1                 | Identify the primary hardware components of a computer.                  |
|                   |  | 2.2                 | State what is meant by an operating system.                              |
|                   |  | 2.3                 | State what is meant by a program.  |
|                   |  | 2.4                 | State what is meant by data.   |
|                   |  | 2.5                 | State what is meant by a network.  |
|                   |  | 2.6                 | Identify the different types of networks.                                |
|                   |  | 2.7                 | State the difference between the Internet, world wide web, and intranet. |
| 3.                | Understand computer performance and features.          | 3.1                 | State the features of different types of computers.                      |
|                   |  | 3.2                 | State the role of computer memory.                                       |
|                   |  | 3.3                 | State the basics of computer performance.                                |
|                   |  | 3.4                 | State the different types of productivity programs and their uses.       |
|                   |  | 3.5                 | State the different types of communication programs and their uses.      |
|                   |  | 3.6                 | State the uses of educational and entertainment programs.                |
| 4.                | Understand computer operating systems.                 | 4.1                 | State the common functions of an operating system.                       |
|                   |  | 4.2                 | State the main components of the interface.                              |
|                   |  | 4.3                 | State the options available at start up.                                 |
|                   |  | 4.4                 | Outline three basic file operations.                                     |

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|----|--|-----|---|
| 5. | Understand career opportunities for those who are IT literate. | 5.1 | State how computers have become a central part of everyday life.            |
|    |  | 5.2 | Identify the career opportunities available for a computer-literate person. |

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| <b>Assessment Guidance:</b> |
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| <b>Additional Information:</b> |
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