

Unit Title: Digital Literacy
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJG558
Ofqual Unit Code: M/617/3798

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand computer basics.	1.1	Identify basic digital hardware and how it is used.
		1.2	Identify common digital terminology.
		1.3	Identify digital performance, features and programs.
		1.4	Identify the features and functions of device operating systems.
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 ways of communicating using the Internet.
3.	Understand productivity programs.	3.1	Identify common software features and commands.
		3.2	Identify word processing features.
		3.3	Identify spreadsheet features.
		3.4	Identify presentation features.
		3.5	Identify database features.
4.	Understand digital security and privacy.	4.1	Identify digital security and privacy basics.
		4.2	Identify how to protect devices and digital data.
		4.3	Identify how to protect individuals from digital security threats.
		4.4	Identify how to keep devices secure and updated.
		4.5	List the elements of 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 technology.

Assessment Guidance:

NA

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Additional Information:

NA
