Component Specification

Component title	Computer Skills
Award type	Minor
Component code	M1T11
Level	1
Credit value	5

Purpose

This award recognises elementary knowledge, skill and competence in the use of a personal computer, with support. It provides recognition for appropriate use of language and concept.

It provides credit towards the **Level 1 Certificate in General Learning and the Level 1 Certificate in Communications.**

Learning outcomes

The learner will be able to:

(CS1) Identify significant components parts of a computer, e.g. *mouse, monitor, keyboard, printer*

(CS2) Use a mouse/joystick/input device for simple functions, e.g. *to click, double click, click and drag, use different pointer shapes*

(CS3) Use a software package, e.g. *a game, educational/personal software*

(CS4) Enter short text/graphics with appropriate input device

(CS5) Name possible uses for selected software package

Transfer

Learners who successfully complete this component are eligible to transfer to programmes leading to other awards at Level 1 as appropriate to the requirements for the specific named award.

General assessment requirements

See Assessment Guidelines for Providers. The Guidelines describe the assessment technique (s) identified below.

Specific assessment requirements

In order to demonstrate they have reached the standards of knowledge, skills and competence outlined in this component, learners are required to complete a collection of work/portfolio.

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Evidence

This may include:

- Skills demonstrations
- Cloze exercises, printouts
- Photographs, audio/video tapes
- Tutor verification, for example a description by the tutor of what was done by the candidate, clearly signed off by the tutor and candidate

Grading
The achievement of awards at Level 1-3 are graded as follows:

Successful indicates that the learner has achieved **all** the learning outcomes, within a narrow range of predictable and structured contexts.

Referred indicates more learning is required to enable satisfactory achievement of one or more learning outcomes.

Specific validation requirements
All quality assurance registered providers wishing to offer programmes leading to this award should have the appropriate and sufficient resources in place or allocated prior to submitting an application for programme validation.

All applications for programme validation with regard to components should identify the certificate or certificates that the learner can overtime achieve.

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