

Space for centre logo



Award ID: **G8JM 44**

Level: **SCQF Level 4**

Award Title: **National Certificate in Digital Media Computing at SCQF<sup>1</sup> Level 4**

### **Introduction to the Award**

This National Certificate Award at SCQF Level 4 is for individuals who require a non-advanced award in computing and information technology.

It is flexible, allowing candidates to progress at their own pace over 1 or 2 years and allows for options to be selected to help choose their next course. On completion, it also offers different alternatives to progress further.

Its core units cover modern computer systems and applications and there is a range of related optional topics and areas of study. It will also improve communication and numeracy core skills. It covers a wide range of topics from digital media, information technology, networking and computing.

### **Target Audience**

This award is intended to address the needs of recent school-leavers, young and mature adults seeking to re-enter education or change the direction of their careers. All these candidates will share the opportunity of wanting to progress to further study in a computing or related IT area.

### **Content and Structure of Award**

The National Certificate in Digital Media Computing at SCQF Level 4 award will provide the candidate with a basic set of skills which are needed almost everywhere in the digital age – in employment, in voluntary work and in the home. The individual units achieved during the study of the award will also be itemised on the candidate's Scottish Candidate Record.

In this twelve credit award, a candidate is required to take **all six** mandatory units (6 credits) and a further 6 units are required from the optional units.

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<sup>1</sup> SCQF (Scottish Credit and Qualifications Framework) helps people to understand and compare different qualifications in Scotland. (visit the website [www.scqf.org.uk](http://www.scqf.org.uk) for more information)

UNIT TITLE	CODE	CREDIT VALUE	SCQF* LEVEL
PC Passport: Introduction to the Internet and On-line Communications	F1F9 10	1	4
Computing: Office and Personal Productivity Applications	F1K6 10	1	4
Computing: Computer Hardware and Systems	F1K2 10	1	4
Computing: Digital Media: Elements for Applications	F1JM 10	1	4
Digital Numeracy	F1L1 09	1	3
Digital Communication Methods	F1KY 09	1	3

\*The Scottish Credit & Qualifications Framework (SCQF) is a way of helping people understand and compare Scottish Qualifications, by giving them credit points which shows how much learning has been achieved and a level on a scale of 12, to show how demanding the learning is. Details can be found at [www.scqf.org.uk](http://www.scqf.org.uk).

### **Optional Units** (additional 6 credits required – 2 at the SCQF level of the award)

There is a wide range of over 50 optional units available. The choice allows a candidate to build their knowledge and focus on their next area of study in a related subject area.

At the end of the award these units will enable candidates to:

- Identify key components, terms and issues associated with the use of on-line communications
- Locate information using basic Internet/intranet facilities
- Use e-mail and on-line forms to communicate electronically
- Identify the factors that influence the choice and use of application packages
- Use system and application software to perform basic tasks
- Identify components and the basic structure of a computer system
- Connect different hardware components in a computer system and install different applications software
- Demonstrate knowledge and understanding of digital media elements
- Capture and store digital media elements with regard to copyright legislation
- Create, alter and store digital media elements using different software tools
- Produce a multimedia presentation to a specified brief

### **Centre Contact details**