

Unit Title:	File Management and Security
Unit Level:	Three
Unit Credit Value:	3
Unit Code:	WNI508
Unit Type:	Academic Subject Content
Unit Review Date:	31/12/2028
Graded / Ungraded:	Ungraded

This unit has 3 learning outcomes:

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand the principles of file maintenance techniques.	1.1 Perform the following file maintenance techniques: (a) Create, rename and delete two folders. (b) Copy, delete, move and rename two files. (c) Compress three files and two folders. (d) Order a folder by date, size, name or type. (e) Plan an appropriate file storage structure to an appropriate level of nesting.
2. Understand data storage on both magnetic and optical media.	2.1 Format and partition internal and external storage media. 2.2 Explain how data is stored on magnetic media and how a file system works. 2.3 Explain how data is stored on optical disks. 2.4 Explain the main causes of damage to magnetic and optical data storage media. 2.5 Critically compare contemporary forms of internal and external storage media.
3. Understand and implement security measures to keep data secure.	3.1 Discuss the benefits and risks of mobile computing including: (a) Cloud data storage (b) The use of cloud-based software (c) BYOD 3.2 Perform the following in order to make a system ready for users:

	<ul style="list-style-type: none">(a) Apply security measures that are available in a selected standard software package.(b) Utilise the Disk Utility Tools.(c) Set up and configure a Download folder. <p>3.3 Develop a recovery plan in the format of a user manual, for the total loss of data.</p>
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Assessment (Ungraded)

1. Meets assessment criteria

Achieved