

**-SQA-SCOTTISH QUALIFICATIONS AUTHORITY**

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**NATIONAL CERTIFICATE MODULE DESCRIPTOR**

**-Module Number- 0081095 -Session-1988-89**  
**-Superclass- CH**  
**-Title- INTRODUCTION TO COMPUTER APPLICATION PACKAGES**

**-DESCRIPTION-**

**Purpose** This module introduces the student to a range of application packages and their use within the commercial and business environment.

The aim of the module is to make the student aware of packages available and the types of problems which can be tackled by use of a particular application package.

It is designed for those who require the basic knowledge and skills to use application packages on a computer system.

**Preferred Entry Level** 61002 Communication 2

**Learning Outcomes** The student should:

1. know the range and sources of application packages available within the business and commercial environment;
2. know the contents of a typical application package;
3. use a selection of application packages relating to Information Technology to demonstrate their functions;
4. know the fundamental hardware and software factors affecting the choice and usage of application packages.

Content/  
Context

Corresponding to Learning Outcomes 1-4:

1. Purpose of the application package and indication of its "place" in the overall software hierarchy. Sources of packages - manufacturers, in-house, bureaux. Types of packages - word processing, spreadsheet, data management, accounting, communications, graphics, desk top publishing, integrated packages. Future developments.
2. Study of the documentation for a commercially available package. Identification of the sections to include - installation, tutorial, reference guide. Function of each section contained within should be identified, eg., installation guides - set up for new printer, tutorial - demonstration exercises, reference guide - command/instruction formats, etc.
3. Simple exercises using a selection of packages listed in Content/Context 1.
4. Hardware and software implications for a particular package. Make and model of computer and processor operating system. Amount of random access memory required. Hard disk/floppy disk. Other peripheral monitors - graphics, colour or mono. Printer requirements, e.g., matrix, daisywheel, laser. Communication considerations - data links when using a communication package.

Suggested  
Learning and  
Teaching  
Approaches

Teacher exposition will be required to cover general aspects but this should be used as a lead-in to individual or group investigations.

The treatment of application packages should be such that they are seen as possible aids to the solution of particular problems. Simple problem situations should be devised which will allow the student scope to investigate the appropriateness of using an application package.

A variety of software packages offering alternative solutions to a particular problem should be used, eg. accounting and spreadsheet performing sales ledger tasks.

Given that an integrated package is used then each major function should be seen as a separate entity. Reference guides for each major function would be sufficient for Learning Outcome 2.

A range of simple problems for the student to choose from should be available. All students need not investigate the same problem.

When undertaking practical exercises, the student should have individual access to a computer work station.

The student must keep a project folio of material for each project undertaken.

Where the student has to run certain packages or sections thereof all necessary files should be set up by the tutor who will also provide input data.

Consideration should be given to the requirements of the Data Protection Act when students are undertaking this module.

#### Assessment Procedures

Acceptable performance in the module will be satisfactory achievement of all the performance criteria specified for each Learning Outcome

The following abbreviations are used below:

LO Learning Outcome  
 IA Instrument of Assessment  
 PC Performance Criteria

LO1 KNOW THE RANGE AND SOURCES OF APPLICATION PACKAGES AVAILABLE WITHIN THE BUSINESS AND COMMERCIAL ENVIRONMENT

PC The student:

- (a) states the purpose of an application package;
- (b) lists sources of application software;
- (c) lists different types of application packages;

IA Short Answer Questions

The student will be presented with an exercise consisting of 7 questions to test the recall of knowledge relating to the definition, types and sources of application packages.

The questions will be allocated as follows:

- (a) purpose 1
- (b) sources 2
- (c) types 4

Satisfactory achievement of the Learning Outcome will be demonstrated by the student producing 1 correct response for (a), 2 correct responses for (b) and 4 correct responses for (c).

**LO2 KNOW THE CONTENTS OF A TYPICAL APPLICATION PACKAGE**

PC The student:

- (a) states the media holding the program;
- (b) states the functions of the installation guide;
- (c) states the functions of the tutorial guide;
- (d) states the function of the reference guide.

IA Short Answer Questions

The student will be presented with an exercise consisting of 4 questions to test the recall of knowledge relating to the content of an application package.

The questions will be allocated as follows:

- (a) media of the package 1
- (b) installation guide 1
- (c) tutorial guide 1
- (d) reference guide 1

Satisfactory achievement of the Learning Outcome will be demonstrated by the student producing correct responses to all 4 questions.

**LO3 USE A SELECTION OF APPLICATION PACKAGES RELATING TO INFORMATION TECHNOLOGY TO DEMONSTRATE THEIR FUNCTIONS**

PC The student:

- (a) loads and runs the program;
- (b) creates data;
- (c) edits data;
- (d) locates data items;
- (e) lists data;
- (f) stores data;
- (g) exits from the package.

IA Practical Exercise

The student will be presented with an exercise consisting of 4 separate exercises to test his/her practical ability to use different application packages to demonstrate their functions.

Each exercise should cover one application package and should contain instructions which will provide a solution to a given problem.

The 4 application packages on which the exercises are carried out should be taken from the following list:

1. database/data management
2. spreadsheet
3. communication
4. word processing
5. graphics
6. accounting
7. desk top publishing

Satisfactory achievement of the Learning Outcome will be demonstrated by the student producing evidence in the form of a folio showing that a range of functions available within each application package has been used.

**LO4 KNOW THE FUNDAMENTAL HARDWARE AND SOFTWARE FACTORS AFFECTING THE CHOICE AND USAGE OF APPLICATION PACKAGES**

**PC** The student identifies whether or not a given package is suitable for an intended computer system by taking account of:

- (a) make and model of computer;
- (b) processor type (make and model);
- (c) operating system (including version);
- (d) available Random Access Memory (RAM);
- (e) backing storage;
- (f) other peripherals.

**IA Completion Item**

The student will be presented with a completion item exercise to test the recall of knowledge relating to the suitability of two application packages for an intended computer system.

The completion item will require the student to complete a pro-forma for each of the application packages in terms of all items mentioned in the performance criteria. The student will have access to notes and published literature to complete the exercise.

Satisfactory achievement of the Learning Outcome will be demonstrated by the student correctly completing the pro-forma.

An exemplar assessment pack for this unit is available from SQA. Please call our Sales and Despatch section on 0141 242 2168 to check availability and costs. Quote product code B046.

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