

## National Unit Specification: general information

<b>UNIT</b>	Using a Computer (Access 2)
<b>NUMBER</b>	D531 08
<b>CLUSTER</b>	Computing (Access 2)

### SUMMARY

This unit is designed to develop basic knowledge and skills in the use of the computer.

### OUTCOMES

- 1 Identify hardware used in a computer system.
- 2 Perform basic operations using a microcomputer system.
- 3 Use a word processing package.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

### CREDIT VALUE

1 credit at Access 2.

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### Administrative Information

<b>Superclass:</b>	CA
<b>Publication date:</b>	August 1999
<b>Source:</b>	Scottish Qualifications Authority
<b>Version:</b>	02

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## **National Unit Specification: general information (cont)**

**UNIT**      Using a Computer (Access 2)

### **CORE SKILLS**

This unit gives automatic certification of the following:

<b>Complete core skills for the unit</b>	Information Technology	Acc 2
<b>Additional core skills components for the unit</b>	Critical Thinking	Acc 2

## **National Unit Specification: statement of standards**

### **UNIT**      Using a Computer (Access 2)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

#### **OUTCOME 1**

Identify hardware used in a computer system.

##### **Performance criteria**

- (a) Hardware components are identified correctly.
- (b) Health, safety or hygiene requirements are identified correctly.

##### **Evidence requirements**

Oral and/or written evidence.

Hardware components include six items in common use, selected from: keyboard, disc drive, monitor, printer, disc, mouse, joystick, concept keyboard, touch screen, CD ROM.

PC (a) Six items must be identified.

PC (b) Two health, safety or hygiene requirements must be identified.

#### **OUTCOME 2**

Perform basic operations using a microcomputer system.

##### **Performance criteria**

- (a) Procedures to load programs are followed correctly.
- (b) Operations of programs are correct.
- (c) Exit from programs is completed correctly.
- (d) Save is executed correctly.
- (e) Print is executed correctly.

##### **Note on range for the outcome**

Programs: simple programs designed for educational and/or vocational uses.

##### **Evidence requirements**

Performance evidence should be generated from the completion of four practical exercises. Each practical exercise should involve the use of a different program, one of which should be a simple database.

PCs (a) to (c) Evidence of performance for four programs.

PCs (d) and (e) Evidence of performance for two programs.

## **National Unit Specification: statement of standards (cont)**

### **UNIT**      Using a Computer (Access 2)

#### **OUTCOME 3**

Use a word processing package.

##### **Performance criteria**

- (a) Input of alphanumeric data is undertaken using upper and lower cases correctly.
- (b) Amendments using specific functions are made accurately.

##### **Note on range for the outcome**

Specific functions: shift, space, return, delete.

##### **Evidence requirements**

Evidence in the form of hard-copy of a paragraph (or equivalent) produced during each of two practical exercises. The exercises should be on a familiar topic.

PCs (a) and (b) Evidence of performance for each practical exercise. Each practical exercise should involve incorporating amendments using the specific functions. The amendments may be suggested by the teacher/lecturer.

## **National Unit Specification: support notes**

### **UNIT      Using a Computer (Access 2)**

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

#### **GUIDANCE ON CONTENT AND CONTEXT FOR THIS UNIT**

For Outcome 2, programs used can link with the unit *Using Computer Aided Learning*. Links can also be made to Mathematics and English and Communication units, depending on the software used.

For Outcome 3, using a word processor can be linked with English and Communication or Personal and Social Education (PSE) units to assist with writing a letter, for instance.

This unit is designed to provide opportunities to develop basic knowledge and skills in the use of a computer.

In addition to the core skill Using Information Technology, the core skills of Communication, Numeracy, Problem Solving and Working with Others can be developed within this unit.

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

This unit should be presented in an activity-based environment, using a programme of practical exercises relating to the candidate's main interests. The outcomes should not be delivered in isolation, but should be integrated within the candidate's learning programme.

It would be beneficial to the candidate if opportunities were made available, depending on the activity, for candidates to work individually, in pairs or in small groups. Throughout the unit there is likely to be a high degree of teacher or lecturer input, encouraging candidates to practise and become confident in the use of hardware and programs.

All material should be appropriate to the needs and abilities of the candidates. Where necessary, candidates should be allowed to use an alternative method of inputting data to that of the standard keyboard. The positioning of equipment should be appropriate to the candidate to enable him or her to operate it effectively.

#### ***Outcome 1***

Candidates will learn over a period of time, through familiarity, the correct names for the equipment, as well as health, safety and hygiene routines for working with a computer. The candidates should have a general knowledge of this, including keeping equipment free from dust, simple care and cleaning, no liquids, clean hands, looking after floppy discs, close down computer following manufacturer's instructions.

## **National Unit Specification: support notes (cont)**

### **UNIT        Using a Computer (Access 2)**

#### ***Outcome 2***

A range of programs should be used, depending on the interests of the candidates, one of the programs should include a simple database in order that candidates can extract and present simple data. When possible these programs should supplement work being undertaken in other units or in other departments, eg, in numeracy, language, PSE. This outcome can link with the unit *Using Computer Aided Learning*, Outcomes 2 and 3, when programs for education and for leisure are used.

#### ***Outcome 3***

For this outcome, the candidate is required to use a word processing package. This should ideally be linked to other subject areas. The work should be on familiar topics, and should be a paragraph or equivalent in length. A letter could be produced to support a language unit, or it could be to a work experience sponsor. The teacher/lecturer should suggest amendments which the candidate should undertake. This could involve spacing, punctuation, spacing amendments or the insertion of additional texts. Many other activities can take place during the unit for example preparing a menu, an invitation, a poster for the wall, an entry recording achievement, possibly in Progress File.

Candidates should be encouraged to keep a log or diary, to assist the personal interview.

Further information on learning and teaching approaches can be found in the National Cluster details.

### **GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT**

#### ***Outcome 1***

Evidence could be generated using several approaches, for example during an interview following discussion with the teacher/lecturer, by picture matching, word matching, by completing simple written sentences attached to pictures. This can be supported by the use of visual aids and written/oral responses to questions. Evidence may be recorded using a checklist.

For PC (b) health, safety or hygiene requirements should include: keeping equipment free from dust, simple care and cleaning, no liquids, clean hands, looking after floppy discs, closing down computer following manufacturer's instructions.

#### ***Outcome 2***

The candidate must complete four practical exercises using four programs, one program should be a simple database. The teacher or lecturer will observe these practical exercises and ensure that all performance criteria are met.

#### ***Outcome 3***

The candidate must complete two practical exercises, producing hard-copy, with evidence that amendments have been made to a specified document. Amendments may be suggested by the teacher/lecturer.

## **National Unit Specification: support notes (cont)**

### **UNIT**      Using a Computer (Access 2)

#### **SPECIAL NEEDS**

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs/Candidates whose First Language is not English* (SQA, 1998).