

National Unit Specification: general information

UNIT Computing: Office and Personal Productivity Applications
(SCQF level 4)

CODE F1K6 10

SUMMARY

This Unit is designed to enable candidates to make efficient and effective use of application packages for personal and business use. The Unit will provide candidates with information regarding the use of application packages such as the type of licence agreements and system requirements in order that candidates can make an educated decision on what type of software can be installed onto a personal computer.

The Unit will also offer practical experience in using basic features of the three main types of application software associated with office and personal use — word processing, databases and spreadsheets. Basic system software functions will also be covered to enable the candidate to properly load and terminate application software and to save files in a logical file management structure.

This Unit is suitable for a wide range of students who wish to demonstrate proficiency in the use of applications software.

OUTCOMES

- 1 Identify the factors that influence the choice and use of application packages.
- 2 Use system and application software to perform basic tasks.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, it would be beneficial if candidates possessed basic IT skills. This may be evidenced by possession of:

D01D 09 *Information Technology (Access 3)*

or equivalent qualifications or experience.

Administrative Information

Superclass: CB

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CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

Achievement of this Course gives automatic certification of the following:

Complete Core Skill using Information Technology at SCQF level 4
Core Skill Component(s): None

National Unit Specification: statement of standards

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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 the factors that influence the choice and use of application packages.

Performance Criteria

- (a) Select an application package for a given task.
- (b) Identify the factors that form the system requirements.
- (c) Identify the different types of licence agreements available.

OUTCOME 2

Use system and application software to perform basic tasks.

Performance Criteria

- (a) Use operating system software to facilitate the use of application software.
- (b) Produce a word processed document to a given specification.
- (c) Produce a database to a given specification.
- (d) Produce a spreadsheet to a given specification.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

Candidates are encouraged to use the Internet in any research etc., however, the evidence produced must be the candidate's own words. Assessors should assure themselves of the authenticity of candidate's evidence.

Written and/or oral recorded, performance and product evidence is required which demonstrates that the candidate has achieved the requirements of all of the Outcomes and Performance Criteria.

For Outcome 1 written and/or oral recorded evidence is required which demonstrates that the candidate has achieved the standard specified in the Outcome and Performance Criteria. The assessment will be supervised, controlled and under closed-book conditions and should last no more than 45 minutes. The instrument of assessment will provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content. Achievement can be decided by use of a cut-off score. Each sample must include the following:

National Unit Specification: statement of standards (cont)

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- ◆ Identify appropriate application software packages for at least **six** given tasks
- ◆ Identify at least **four** factors that form the system requirements
- ◆ Identify at least **four** different types of licence agreements available

Performance evidence for Outcome 2 will consist of a folio of the candidate's work which will provide evidence that the candidate has satisfied the Performance Criteria for Outcome 2. A minimum of one task is required for each individual application package.

An assessor observation checklist will be completed along with the portfolio evidence to authenticate the candidate's work and to provide evidence of the candidate's ability to:

- ◆ Use the software in a safe and efficient manner
- ◆ Start and shut down the system correctly
- ◆ Open and close application packages correctly
- ◆ Comply with all relevant health and safety legislation

The word processing assignment must include the following tasks:

- ◆ Loading and terminating the application software
- ◆ Creating a new document using formatting: margins, alignment, and text enhancement
- ◆ Entering and editing text using cut, copy and paste
- ◆ Creating folders
- ◆ Saving the document to a specified location
- ◆ Printing the document (before and after editing)
- ◆ Closing the document

The database assignment must include the following:

- ◆ Loading and terminating the application software
- ◆ Opening and closing at least one database file
- ◆ Entering at least ten records and editing data in at least four records
- ◆ Create and save at least two simple search/query and print the results
- ◆ Printing all records in the database

The spreadsheet assignment must include the following:

- ◆ Loading and terminating the application software
- ◆ Creating spreadsheets to a given specification: including setting layout, font type and font size
- ◆ Use of at least one simple formula including at least one of the following — addition, subtraction, multiplication or division
- ◆ Use of one simple function from the following — Sum, Average, Minimum or Maximum
- ◆ Creation of a simple bar/column chart from data
- ◆ Printing the document (before and after editing) including specified pages and/or multiple copies
- ◆ Saving the spreadsheet to a specified location

National Unit Specification: statement of standards (cont)

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An assessor must endorse the observation checklist along with candidate evidence. Assessor and candidate names, signatures and the relevant date(s) must be included.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge and a specified brief. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

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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 THE CONTENT AND CONTEXT FOR THIS UNIT

The overall aim of this Unit is to allow the candidate to make an informed choice of which software can be legally installed onto a given computer system and to provide the candidate with practical experience that will enable them to perform basic tasks using word processing, database and spreadsheet application software.

Outcome 1

This Outcome relates to the factors that influence the choice and use of software application packages.

- ◆ Selecting a software application package for a specific task

It is anticipated that this topic will be covered during the practical exercises; topics that should be covered include which software application package is most suited to holding data, which is most suitable for writing letters, etc. Although this Unit requires the candidate to perform basic skills, candidates should be made aware that some tasks can be performed by more than one software application package, for example that a spreadsheet package can be used to hold data and can perform some of the features of a database.

- ◆ System requirements

Candidates should be made aware that not all software will be able to be installed onto all hardware configurations. Candidates should be made aware in this Unit of the factors that influence whether a software application package can be installed onto a given hardware specification — RAM, hard disk space, graphic card, etc.

- ◆ Different types of licence agreements available

A candidate should be made aware of the licence conditions that accompany software. The different categories of software licence agreements — commercial, shareware, freeware and public domain, should be understood by the candidate.

Outcome 2

This Outcome provides the candidate with practical experience in the use of the word processing, database and spreadsheet application packages. The candidate should also be given practical experience in the basic use of the operating system in order to facilitate the use of software application packages.

National Unit Specification: support notes (cont)

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Word Processing Loading and terminating the software application package; creating a new document; opening and closing documents; page formatting — page set-up; entering text; editing text; cut, copy and paste text; saving files; creating and navigating the file management structure; formatting text — bold, italic, underline, alignment (left, right, centre, justify); printing — whole documents, selected pages, selected sections.

Database Loading and terminating the software application package; opening and closing database files; creating a new database; saving a database; creating and navigating the file management structure; data types; entering and editing data; deleting records; simple queries/searches; printing the whole database and selected records.

Spreadsheet Loading and terminating the software application package; creating spreadsheets; opening and closing spreadsheet files; page formatting — page setup; entering data; editing data; simple formula and functions (Sum, Average, Min, Max); formatting cells (bold, italic, underline, font size, font type, alignment, etc); cut, copy and paste data; fill series; deleting columns and rows; saving files; creating and navigating the file management structure; graphs (ie bar and column — from adjacent data); printing — whole files, selected pages, selection.

Additionally the following should be covered:

- ◆ The correct use of the operating system to correctly start and shut down the system
- ◆ The correct method of loading and terminating a software application package
- ◆ File management structure
- ◆ Relevant health and safety legislation
- ◆ The terminology used when describing the use of software application packages

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit has been designed to provide practical experience of the three main types of application software — word processing, database and spreadsheets. However these practical activities should be underpinned with knowledge of the system requirements and licence agreements of software application packages.

While teaching will necessarily focus on a specific product, candidates should be made aware that alternative packages are available and should be encouraged to explore these alternatives.

The actual distribution of time between Outcomes is at the discretion of the centre, however one possible distribution of time is:

| | |
|-----------|----------|
| Outcome 1 | 8 hours |
| Outcome 2 | 32 hours |

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to use a range features provided by software application packages and search for information which provides opportunities to gather evidence towards the IT Core Skill.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

It may be appropriate for some of the evidence for this Unit to be produced using e-assessment provided the national standard is applied and the conditions of assessment are consistent for all candidates. This may take the form of e-testing (for knowledge and understanding) and/or e-portfolios (for practical abilities).

A suitable assessment for Outcome 1 would be an objective test. Where re-assessment is required it should contain a different set of questions from the range of mandatory content. Achievement can be decided by use of a cut-off score.

If a centre is presenting Outcome 1 of these assessments on-line the following assessment methods, where appropriate, may be selected:

- Multiple choice
- Drag and drop
- Multiple response
- Mix and match
- Or a combination of the above

The performance evidence for Outcome 2 will also consist of a folio of the candidate's work which will provide evidence that the candidate has satisfied the Performance Criteria for Outcome 2. A minimum of one task is required for each individual software application package. An observation checklist which has been completed by the class tutor should be included with the folio to provide evidence of the candidate's ability to use the software in a safe and efficient manner, and to comply with all relevant and current health and safety legislation.

One task should be provided for each software application package, although each task could have a common theme, for example, the three tasks could all involve the running a youth football club.

An assessor must endorse the observation checklist along with candidate evidence. Assessor and candidate names, signatures and the relevant date(s) must be included.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge and a specified brief. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).