



## Higher National Unit specification: general information

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

**Unit code:** FG69 33

**Superclass:** AZ

**Publication date:** August 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit introduces candidates to the skills required for the efficient and effective production of word processed documents, spreadsheets and databases. It is relevant to candidates with little or no prior knowledge of using information technology and can be used as a progression to more specialist Units.

On completion of the Unit the candidate should be able to:

- 1 Create and produce spreadsheets.
- 2 Create and produce databases.
- 3 Create and produce word processed documents.

### Recommended prior knowledge and skills

Entry to this Unit is at the discretion of the centre. However, candidates would normally be expected to have had some prior knowledge of using a keyboard.

### Credit points and level

1 Higher National Unit credit(s) at SCQF level 6: (8 SCQF credit points at SCQF level 6\*)

*\*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.*

## **Higher National Unit specification: general information (cont)**

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

### **Core Skills**

There may be opportunities to develop the Core Skill of *Information and Communication Technology* at SCQF Level 5, although there is no automatic certification of Core Skills or Core Skill components.

### **Context for delivery**

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

### **Assessment**

Evidence for this Unit should be generated through assessment undertaken in open-book supervised conditions.

It is recommended that a thematic approach to assessment be adopted and all Outcomes assessed together holistically towards the end of Unit delivery, although each Outcome can be assessed independently.

## Higher National Unit specification: statement of standards

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Create and produce spreadsheets.

#### Knowledge and/or Skills

- ◆ Formulas
- ◆ Functions
- ◆ Cell formats
- ◆ Cell reference
- ◆ Page Set up
- ◆ Charts

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing they can:

- ◆ create and save a workbook of at least **six** columns and **12** rows
- ◆ create simple formula — apply **two** from the following:
  - add
  - subtract
  - multiply
  - divide
- ◆ use functions — apply **two** from the following:
  - =SUM
  - =AVERAGE
  - =MAX
  - =MIN
- ◆ use cell formatting — apply **three** from the following:
  - general
  - number
  - currency
  - time
  - date
  - percentage
  - text

## Higher National Unit specification: statement of standards (cont)

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

- ◆ in formulas and/or functions apply **one** occurrence **of each** of the following forms of cell referencing: relative, absolute
- ◆ use Page Setup — apply **three** from the following:
  - page orientation
  - fit to one page
  - headers/footers
  - gridlines
  - row and column headings
- ◆ recall and edit a workbook — apply **four** from the following:
  - insert
  - delete columns or rows
  - border
  - shade cells
  - text wrap
  - merge and centre
  - heading direction
  - align text
- ◆ display spreadsheet in both value and formula views
- ◆ create an appropriate chart from data in non adjacent cells and apply **two** chart enhancements

All final documents must adhere to an agreed organisational house style and meet mailable standards.

Assessment should be undertaken in open-book supervised conditions.

### Assessment Guidelines

If assessed holistically, candidates may use the spreadsheet and database files created in Outcomes 1 and 2 to integrate with Outcome 3. If integrating assessment candidates should be given the opportunity to correct any errors within their spreadsheet and databases summative assessment before commencing Outcome 3.

Evidence maybe submitted electronically or in hard copy format.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

### Outcome 2

Create and produce databases.

#### Knowledge and/or Skills

- ◆ Create a Flat Database
- ◆ Table Design
- ◆ Sort Records
- ◆ Data Modification
- ◆ Query Design
- ◆ Form Design
- ◆ Report Design

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ create and save an electronic database table of at least **eight** records and **six** fields but no more than **twelve** records and **eight** fields
- ◆ design a table with appropriate field names and data types — apply three of the following:
  - text
  - number
  - date
  - time
  - currency
  - yes/no
- ◆ sort records on **two** criteria within a table
- ◆ edit the table by using: add, amend and delete **two** records; add a field
- ◆ produce a query — apply **one** of the following: =,>,<, wildcard and use selected fields
- ◆ produce a form based on either a table or query and import/insert a graphic
- ◆ produce a report based on either a table or query — use sort and grouping

All final documents must adhere to an agreed organisational house style and meet mailable standards.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

### Assessment Guidelines

Assessment may be undertaken in open-book supervised conditions.

If assessed holistically, candidates may use the spreadsheet and database files created in Outcomes 1 and 2 to integrate with Outcome 3. If integrating assessment candidates should be given the opportunity to correct any errors within their spreadsheet and databases summative assessment before commencing Outcome 3.

Evidence may be submitted electronically or in hard copy format.

### Outcome 3

Create and produce word processed documents.

### Knowledge and/or Skills

- ◆ File Management
- ◆ Create documents from typescript and manuscript
- ◆ Format
- ◆ Page Layout
- ◆ Edit
- ◆ Integrate with spreadsheet and database applications

### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Create, save, name and rename files and folders
- ◆ Locate and retrieve identified files
- ◆ Produce a business document, a significant part of which must be in manuscript and be between 3-5 pages in length
- ◆ Correctly format data — apply **four** from the following:
  - font
  - text size
  - bold
  - italics
  - underscore
  - alignment
  - indent
  - bullets/numbering
  - borders
  - shading

## Higher National Unit specification: statement of standards (cont)

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

- ◆ Use page layout — apply **two** from the following:
  - margins
  - headers
  - footers
  - page numbering
  - line spacing
  - orientation
- ◆ Enter data and amend as required — apply **two** from the following:
  - insert
  - delete
  - copy
  - paste
  - find
  - replace text
- ◆ Insert a picture/clip art, a spreadsheet or chart, and a table or query

All final documents must adhere to an agreed organisational house style and meet mailable standards.

### Assessment Guidelines

Assessment may be undertaken in open-book supervised conditions. Screen capture/print screens should be used to demonstrate file set up and locations for file management.

If assessed holistically, candidates may use the spreadsheet and database files created in Outcomes 1 and 2 to integrate with Outcome 3. If integrating assessment candidates should be given the opportunity to correct any errors within their spreadsheet and databases summative assessment before commencing Outcome 3.

Evidence maybe submitted electronically or in hard copy format.

## Higher National Unit specification: support notes

### Unit title      IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

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

This Unit is designed to provide candidates with the knowledge and skills in spreadsheets, databases and word processing software to allow progression to more advanced Units at SCQF level 7 (*IT in Business: Word Processing and Presentation Applications F84C 34*, *IT in Business: Spreadsheets F84V 34* and *IT in Business: Databases F84X 34*). They should be introduced at an early stage to file management techniques, including setting up folders, saving to specific drives, copying, renaming and deleting files. File management should be reinforced with the introduction of each new software application. Candidates should be encouraged to become familiar with the basic application of the software and confident in its use.

This Unit is an option within the HNC/D Administration and Information Technology (G9M7 15 and G9M8 15) but may form part of another group award or may be delivered as a stand-alone Unit.

#### Outcome 1

Candidates should be able to create worksheets within a spreadsheet. They need to be able to set up and use formatting to enhance the design. Use functions and formulas to solve simple business problems. They will be expected to save and printout their worksheets in both formula and value modes. Use the facilities in the software to present the information in an attractive layout with headers/footers, gridlines, row and column headings and fitting to page.

In addition they will be expected to choose and create an appropriate chart to display the spreadsheet information and label appropriately. They will be expected to locate this chart and integrate it into a word processed document.

#### Outcome 2

Candidates should be able to access database software and view, enter and modify data in a table, create and save a table and use appropriate field types. Candidates should be able to add, delete, amend and sort records on 2 criteria and be able to filter/query to search for specific records. A form can be produced from either the table or the query. The wizard should be used to create reports from the table/query and it should be presented sorted and grouped. The query, report or table should then be integrated with the word processed documents.



## Higher National Unit specification: support notes (cont)

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

### Outcome 3

Candidates should be encouraged to become familiar with the layout of a variety of business documents including letters, forms, reports, displays and information leaflets. They should follow an organisational house style and be made aware of the importance of mailable copy.

They should become familiar with the software and be able to use page layout, formatting, and editing functions. They should know how to check grammar, spelling and use tools within the software to ensure more efficient working for example, the thesaurus, word count, zoom in and out. They will be expected to print the documents effectively and efficiently. Integrate with other software and insert pictures to enhance layout.

Candidates should be able to follow manuscript corrections and input data from manuscript documents. Data should be entered accurately and amended and updated as specified. They should also be able to locate and recall existing documents and make amendments to them.

It is also important to maintain the security and confidentiality of data and information and candidates should be encouraged to back up and check for viruses on a regular basis.

### Guidance on the delivery and assessment of this Unit

This Unit is primarily intended for candidates with little or no previous knowledge and the main focus should be on becoming familiar with the software. Candidates should be encouraged to take responsibility for the quality of the work presented and proof reading and self-correcting skills should be developed.

The Outcomes may be delivered in any order and assessment may be continuous, however, a more thematic approach may be taken if the assessment is taken at the end of the Unit. This will allow students to build their confidence and be better equipped to tackle an integrated assessment which could consist of 3 tasks, one involving spreadsheet, one database and the third a word processing task which involves the integration of other software. Although there should be no time limit on the assessment students should be encouraged to work effectively and efficiently by making best possible use of the software application. As the assessment can be submitted electronically through the use of a VLE there is no real requirement for hard copy, though it is recommended that checklists exist to back up assessment of electronic files.

Depending on the group of students the theme could be contextualised to an admin, sports, business, legal, marketing or tourism scenario. For assessment the candidate could create a spreadsheet, make amendments and produce a chart which can be recalled and then integrated into a word processed document. A database table could be set up, amendments made, searches on specific criteria and a report produced. The query or report could be integrated into the word processed document which would require formatting and correction.

## Higher National Unit specification: support notes (cont)

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

For more efficient use of the software candidates could work on prepared word processed documents requiring additional manuscript input and manuscript corrections. Documents should be produced to a mailable standard. The following lists seek to clarify potential standards of the term 'mailable' copy but the lists are neither exhaustive nor exclusive.

Examples of errors that may allow the document to still be accepted as mailable copy:

- ◆ different spacing from house style as long as it is consistent throughout the document, eg one space after a full stop instead of two spaces
- ◆ one clear line space instead of two clear lines spaces before and after a display as long as it is consistent throughout the document
- ◆ punctuation that may be missing but where it does not alter the meaning of the sentence

Examples of errors that may **not** allow the document to be accepted as mailable copy:

- ◆ spelling mistakes
- ◆ missing full stops
- ◆ incorrect use of capitals
- ◆ general inconsistencies, eg differing line spacing, font, margins
- ◆ missing text
- ◆ grammatical errors

## Opportunities for developing Core Skills

Information and Communication Technology at SCQF level 5

The delivery and assessment of this Unit may contribute towards components Accessing Information and Providing/Creating Information which form the Core Skill Information and Communication Technology at SCQF Level 5.

The general skill of the component Accessing Information is to use ICT independently, effectively and responsibly to access information within a range of tasks. The requirements for the assessment in Outcome 2 will require the candidate to access the correct software, carry out a specific search for information on given criteria. In Outcome 3 the candidate will also need to locate and source the correct files for use in the integration of documents.

The general skill for the component Providing/Creating Information Core Skill component is to use ICT independently, effectively, and responsibly to carry out a range of processing tasks. In all Outcomes of this Unit the candidate has to select different software applications to perform different tasks to solve business problems. They have to locate and integrate the required data from different sources, be aware of security and confidentiality of documentation; make effective and efficient use of all hardware devices and software available.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

### **Open learning**

If this Unit is delivered by open or distance learning methods, additional resources will be required for candidate support, assessment and quality assurance. It would require planning by the centre to ensure the sufficiency and authenticity of a candidate's evidence.

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## History of changes to Unit

Version	Description of change	Date

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## **General information for candidates**

**Unit title:** IT in Business: Word Processing, Spreadsheets and Databases: An Introduction

This Unit is designed to introduce you to the uses of different types of software application packages eg spreadsheets, databases and word processing. In each case you will be given the basic skills necessary to allow you to become confident and familiar with the functions of the package. This will then prepare you for progression to more advanced IT in Business Units at SCQF level 7 covering Spreadsheets, Databases, Word Processing and Presentation applications.

You will develop skills in file management and the basic uses of the system software. In addition you will become familiar in being able to use the best software to perform given tasks.

Assessment will cover all the knowledge and skills required of all three Outcomes within the Unit, and will be undertaken in open-book, supervised conditions. You will complete three tasks one involving integrating software from the two other packages. All work produced will have to be of mailable copy standard on final submission.