

National Unit Specification: General Information

UNIT	Computer Application Package (Spreadsheet): Practitioners
NUMBER	8110147
COURSE	This unit is an optional unit in the Scottish Group Award Computing and Information Technology at Intermediate 2.

SUMMARY

Developing spreadsheet skills and associated procedures and knowledge in a wide range of vocational areas.

OUTCOMES

- 1 Create and edit spreadsheets.
- 2 Produce a spreadsheet model to a given specification.
- 3 Create a graphical representation of existing spreadsheet data.
- 4 Output models to specified destinations.

RECOMMENDED ENTRY

Access to this unit is at the discretion of the centre. It is designed for those who will require to use a spreadsheet package effectively within the workplace.

It is also recommended as a prior training resource for those wishing to follow an SVQ in IT in a training environment. It offers a progression from the following National Certificate units: 81093 Introduction to Computer Software or 81095 Introduction to Computer Application Packages; 8110085 Computer Applications Software (Number), 811005 Information Technology 1, 811015 Information Technology 2 or Standard Grade in Computing Studies at 3 or above.

Administrative Information

Superclass:	CD
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Additional copies of this specification can be purchased from the Scottish Qualifications Authority. The cost is £1.50. (minimum charge £5.00).

CREDIT VALUE

1 Credit

CORE SKILLS

The achievement of this unit may contribute to the development of core skills, but the assessment arrangements for the unit do not guarantee sufficient evidence for core skills. This means that there is no automatic certification of core skills for this unit.

National unit specification: statement of standards

UNIT Computer Application Package (Spreadsheet): Practitioners

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

Create and edit spreadsheets.

Performance Criteria

- a) New files are created and appropriately named.
- b) Existing files to be edited are correctly located and loaded.
- c) Simple expressions are entered and edited to meet specified requirements.
- d) Data is entered and edited in cells of an appropriate format to meet specified requirements.
- e) Files are stored to meet organisational standards.

Note on range for the outcome

Edit: delete; copy; move; insert.

Data: number; text; date.

Organisational standards: file naming convention; file storage location; frequency of saving.

Expression: formulae; functions; cell reference.

Format: type; width; height; alignment; font; border.

Evidence Requirements

Performance evidence that the candidate can create and edit files as detailed in the performance criteria across all classes within the range. This may be provided by an observation checklist supported by product evidence in the form of one hard copy of a new spreadsheet and two hard copies of an existing spreadsheet before and after editing.

OUTCOME 2

Produce a spreadsheet model to a given specification.

Performance Criteria

- a) Design a spreadsheet model to a given specification.
- b) The designed model is correctly implemented using appropriate spreadsheet facilities.
- c) Data within model is updated.
- d) Implemented model is checked and tested to be complete and error free.

National unit specification: statement of standards (Cont)

UNIT Computer Application Package (Spreadsheet): Practitioners

Note on range for the outcome

Facilities: functions; formulae; cell formatting; cell referencing; cell handling.

Functions: general; statistical; lookup; conditional assignment.

Formatting: type; cell size; typeface; alignment.

Data: text; number; currency; date.

Cell referencing: absolute; relative.

Cell handling: block; column; row; insert; delete; copy; replicate; sort.

Tested: visual; test data; expected results.

Evidence Requirements

Performance evidence that the candidate can produce spreadsheets as detailed in the performance criteria across all classes within the range.

This may be provided by at least three hard copy examples to include original data, altered data to test update and model formulae. This should be accompanied by an observation checklist.

These should collectively demonstrate coverage of all range items.

OUTCOME 3

Create a graphical representation of existing spreadsheet data.

Performance Criteria

- a) Numerical data to be represented is correctly selected.
- b) An appropriate type of graphical representation is selected and justified.
- c) Selected representation is efficiently and effectively implemented using appropriate parameters.

Note on range for the outcome

Parameters: position; labels; legend; title; colour; font.

National unit specification: statement of standards (Cont)

UNIT Computer Application Package (Spreadsheet): Practitioners

Evidence Requirements

Performance evidence that the candidate can create a graphical representation of existing spreadsheet data.

The candidate could provide written justification for the selection of the type of graphical representation. This could be supplemented by an observation checklist.

These should collectively demonstrate coverage of all range items.

OUTCOME 4

Output models to specified destinations

Performance Criteria

- a) Destination is correctly selected.
- b) Destination devices are checked for readiness to accept output.
- c) Models are checked for compatibility with specified destination.
- d) Output parameters are identified and set up to meet output requirements.
- e) Output is checked to be complete and accurate.

Note on range for the outcome

Output parameters: page range (all, selected, single); number of copies; print definition.

Destination: hard copy; magnetic storage.

Devices: printer; removable storage media.

Evidence Requirements

Performance evidence that the candidate can output models as detailed in the performance criteria across all classes within the range. This could be provided by an observation checklist supported by at least one hard copy of a model.

Evidence should collectively demonstrate coverage of all range items.

National unit specification: support notes

UNIT Computer Application Package (Spreadsheet): Practitioners

This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

GUIDANCE ON CONTENT AND CONTEXT

The candidate should achieve the level of competence required of a regular user of information technology applications in a commercial or professional situation. Achievement of the outcomes will require access to a personal computer or workstation on an individual basis. Current versions of commercially available software should be used. The component parts of an integrated package may be used to achieve the outcomes. Where the principal package utilised does not cover all of the critical classes required any missing items can be completed on a suitable alternative package.

GUIDANCE ON TEACHING AND LEARNING APPROACHES

Each outcome should not be treated as being isolated. It is suggested that a single task should allow integration of various outcomes/performance criteria throughout the unit.

All tasks carried out should be relevant to the candidate's vocational area wherever possible. Final versions of reports, worksheets etc. should be of a quality suitable for external presentation.

Corresponding to outcomes:

- 1 Data can be provided for the candidate in either written form or unformatted on disk.
Any data provided on disk should be in a hierarchical file structure to allow the candidate the opportunity of locating the files.
Files should be updated to meet a set of minimum standards that should be made available.
A range of realistic spreadsheets should be produced.
Cell references should be relative only.
The cells should be formatted to suit the contained data.
This outcome is intended to be an introductory one and so the depth should be reasonably shallow.
- 2 A realistic spreadsheet should be produced to meet a minimum standard set by the centre.
This standard should be made available to all interested parties.
The data required can be provided either in paper form or as plain text format on disk.

National unit specification: support notes (cont)

UNIT Computer Application Package (Spreadsheet): Practitioners

- 3 Although colour is an essential part of the range, hard copy evidence can be supplied in the form of grey scale.

It is important that the candidate can select the appropriate type of graphical representation to suit the data set being used and must give a written justification of this.

- 4 The candidate must be aware of the procedures for the selecting and setting up of an appropriate hard copy device even if the centre has only a single device connected. In this situation it is suggested that the centre could add an additional printer driver to the system and allow the candidate to select the appropriate printer configuration through the software options.

The candidate is additionally expected to ensure that it is on line, has paper loaded and is connected to the candidate's machine.

The range includes print definition but although some printers do not support draft mode etc. it is essential that the candidate is aware of this software feature.

The candidate is also expected to select a suitable directory as a destination. If the destination is a diskette the candidate is expected to ensure that the disk is formatted, contains a suitable directory structure and is not write-protected.

GUIDANCE ON APPROACHES TO ASSESSMENT

A candidate-centred, resource-based learning approach is recommended. During the course of the unit candidates should have several opportunities to develop their practical skills and should be assessed at appropriate points. Concepts and terminology should be presented in context throughout the unit.

Where the candidate is unsuccessful in achieving an outcome, provision should be made for remediation and re-assessment.

Centres may use the Instruments of Assessment which are considered by the tutor/trainer to be the most appropriate. Examples of Instruments of Assessment which could be used are:

- Practical Exercises
- Log books
- Assignments