

National Unit Specification: general information

UNIT Computer Applications (Intermediate 1)

NUMBER DF33 10

COURSE Computing Studies (Intermediate 1)

SUMMARY

This Unit is designed to develop knowledge and understanding of computer applications, and practical skills related to computer applications, through the use of contemporary hardware and software. This knowledge and understanding, and these practical skills, may then be applied by the candidate to solve practical problems related to computer applications. The computer applications covered are: word processing, spreadsheets, databases and graphics. It is designed for candidates undertaking the Intermediate 1 Computing Studies Course, but is also suitable for anyone wishing to develop basic competence in word processing, databases, spreadsheets and computer graphics, and an understanding of the associated terminology.

OUTCOMES

1. Demonstrate knowledge and understanding of simple facts, ideas and terminology relevant to the features, uses and purposes of computer applications.
2. Demonstrate basic practical skills in the context of computer applications, using contemporary hardware and software.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following:

- ◆ Access 3 Computer Applications Unit
- ◆ Access 3 Computing Cluster
- ◆ Standard Grade Computing Studies at Foundation level

Administrative Information

Superclass: CD

Publication date: November 2006

Source: Scottish Qualifications Authority

Version: 02

© Scottish Qualifications Authority 2006

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. The cost for each unit specification is £2.50. (A handling charge of £1.95 will apply to all orders for priced items.)

National Unit Specification: general information (cont)

UNIT Computer Applications (Intermediate 1)

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

Complete Core Skills for the Unit: Problem Solving Intermediate 1

Core Skill component(s) None

National Unit Specification: statement of standards

UNIT Computer Applications (Intermediate 1)

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

Demonstrate knowledge and understanding of simple facts, ideas and terminology relevant to the features, uses and purposes of computer applications.

Performance Criteria

- a) Basic computing terminology is used appropriately.
- b) Identification of features, uses and purposes of applications software is correct.
- c) Simple descriptions and explanations related to practical contexts are understood.

Evidence Requirements

Written or oral evidence that the candidate can identify the features uses and purposes of computer applications accurately. Evidence should be obtained using questions in a closed book test, under supervision, lasting no more than 45 minutes. The test must sample content (see Computing Studies (Intermediate 1) Course content) in each of the following areas:

- ◆ word processing
- ◆ spreadsheets
- ◆ databases
- ◆ bit-mapped (paint) graphics
- ◆ vector (draw) graphics

(The content statements are also reproduced for convenience as a table in the support notes for this Unit).

The standard to be applied is illustrated in the National Assessment Bank items available for this Unit. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

OUTCOME 2

Demonstrate basic practical skills by applying knowledge and understanding of the features uses and purposes of computer applications to solve problems using contemporary hardware and software.

Performance Criteria

- a) Basic features of hardware are used with guidance.
- b) Basic features of software are selected and used with guidance.
- c) Practical tasks in familiar contexts are carried out with guidance.

National Unit Specification: statement of standards (cont)

UNIT Computer Applications (Intermediate 1)

Evidence Requirements

Observation checklist showing that the candidate has demonstrated practical skills at an appropriate level in the following contexts:

- ◆ word processing
- ◆ spreadsheets
- ◆ databases
- ◆ bit-mapped (paint) graphics
- ◆ vector (draw) graphics

Hard copy evidence should be provided for any two of these activities.

These practical skills may all be demonstrated in a single extended task, or in a number of smaller tasks.

The practical skills should be demonstrated in the context defined in the content statements (see Computing Studies (Intermediate 1) Course content).

The candidate will be allowed access to books, notes and on-line help while completing the task(s).

(The content statements are also reproduced for convenience as a table in the support notes for this Unit).

The standard to be applied is illustrated in the National Assessment Bank items available for this Unit. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

