

National Unit Specification: general information

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

CODE F1K8 11

SUMMARY

This Unit is designed to enable candidates to make efficient and effective use of software application packages for personal and business use. The Unit will also offer practical experience in using complex features of the three main types of software application packages 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 file management structure.

The Unit will also provide candidates with information regarding the current legislation that affects the use of application packages. Candidates will also be introduced to the importance of data security, including backups and virus protection. This Unit is suitable for a wide range of students who wish to demonstrate proficiency in the use of application software.

OUTCOMES

- 1 Identify relevant legislation that affects the use of software application packages.
- 2 Perform data security backups and precautions.
- 3 Use system and application software to perform routine 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 10 *Information Technology (Intermediate 1)*

or equivalent qualifications or experience.

Administrative Information

Superclass: CB

Publication date: June 2007

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2007

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. Please contact the Customer Contact Centre, telephone 0845 279 1000

National Unit Specification: general information (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

**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 5

Core Skill Component(s): None

National Unit Specification: statement of standards

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

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 relevant legislation that affects the use of software application packages.

Performance Criteria

- (a) Identify health and safety legislation that applies to the use of display screen equipment.
- (b) Identify copyright legislation that applies to software applications use.
- (c) Identify data protection legislation that applies to application software use.

OUTCOME 2

Perform data security backups and precautions.

Performance Criteria

- (a) Backup files and folders to a removable storage media.
- (b) Set file attributes.
- (c) Perform routine virus protection scans.

OUTCOME 3

Use system and application software to perform routine tasks.

Performance Criteria

- (a) Use operating system software effectively 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.

National Unit Specification: statement of standards (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

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 work. 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:

- ◆ Identify at least **two** items of health and safety legislation that applies to the use of display screen equipment
- ◆ Identify at least **five** items of copyright legislation that applies to application software use
- ◆ Identify at least **five** items of data protection legislation that applies to application software use.

Performance evidence for Outcome 2 will consist of an activity log of the candidate's activities in performing the tasks required to satisfy the Outcome's Performance Criteria. The activity log must be authenticated by the assessor who must confirm that the activity log is an accurate record of candidate activity. The evidence will also consist of an assessor observation checklist which authenticates the successful completion of the tasks:

- ◆ Backup at least three files and one folder to a removable storage media
- ◆ Set file attributes on at least three files
- ◆ Perform routine virus protection scans on at least two occasions.

Product evidence for Outcome 3 will consist of a portfolio of the candidate's work which will provide evidence that the candidate has satisfied the Performance Criteria for Outcome 3. An assessor observation checklist will be included with the portfolio to provide evidence of the candidate's ability to use the operating system and the three software packages in a safe and efficient manner, and to comply with all relevant health and safety legislation. The portfolio will consist of:

- ◆ A word processed document to a given specification
- ◆ A database file to a given specification
- ◆ A spreadsheet to a given specification.

National Unit Specification: statement of standards (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

The word processing assignment must include password protection for the document and the use of at least **four** from the following:

- ◆ Bullets
- ◆ Numbering
- ◆ Columns
- ◆ Paragraph formatting
- ◆ Styles
- ◆ Graphics including text wrapping
- ◆ Table.

The database assignment must include the creation of a database involving the use of at least **three** data types plus the following:

- ◆ At least two complex searches using multiple search criteria
- ◆ The creation of one simple form
- ◆ Password protection for the file
- ◆ The creation of two simple reports, one for all records and one for records which satisfy a specified criteria
- ◆ Printed output – one form, two reports and all data in the database.

The spreadsheet assignment must include **all** of the following:

- ◆ Creating spreadsheets to a given specification, including use of number, text and system date
- ◆ Creating at least one graph and one chart using selected data from non adjacent columns/rows
- ◆ The graph and chart must both be labelled with a title and named axes and use specified colours
- ◆ Password protection created for file, saved to a predetermined location
- ◆ Use of formulae, to
 - Test for a pre-determined condition/state
 - Perform calculations using relative addresses
 - Perform calculations using absolute addresses
 - Perform calculations using at least **three** operators
- ◆ Use of functions to:
 - count entries with values greater than zero
 - add a list of numbers together
 - determine the maximum/minimum value from a range of cells
 - make use of a simple lookup table
- ◆ Printed output — for the whole spreadsheet, selected section, individual graphs/charts and an individual chart with associated data.

An assessor observation checklist is required which authenticates that candidates have completed the above tasks. An assessor must endorse each candidate checklist with their name, signature and date.

National Unit Specification: statement of standards (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

The Assessment Support Pack (ASP) for this Unit provides sample assessment materials including assessor checklists, practical tasks and an instrument of assessment for the knowledge. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

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 provide the candidate with practical experience that will enable them to perform complex tasks using word processing, database and spreadsheet application software. The Unit also aims to provide candidates with the ability to take precautions to safeguard data and to provide an understanding of the legislation that affects software application use.

The precise content of this Unit will change over time, as computing technology develops and new devices are introduced. The following guidance exemplifies the standards in terms of contemporary technology and legislation. The web addresses, listed below, were correct at time of publication, but may change over time.

Outcome 1

This Outcome relates to the current legislation that affects the use of application packages. The information below relates to current legislation at the time of writing — any new legislation must also be covered.

Performance Criterion (a) relates to the health and safety legislation that applies to application software use.

Candidates should be introduced to the Health and Safety (Display Screen Equipment) Regulations 1992 and the implications of this legislation to users and employers. The legislation can be viewed at The Office of Public Sector Information website (<http://www.opsi.gov.uk>).

Performance Criterion (b) relates to the copyright legislation that applies to application software use.

Candidates should be introduced to The Copyright (Computer Programs) Regulations 1992 and the implications of this legislation to users and employers. The legislation can be viewed at The Office of Public Sector Information website (<http://www.opsi.gov.uk>). The Federation Against Software Theft (FAST) website (<http://www.fast.org.uk/>) is also a useful resource.

Performance Criterion (c) relates to the data protection legislation that applies to application software use.

Candidates should be introduced to The Data Protection Act 1998 and the Computer Misuse Act 1990. The legislation can be viewed at The Office of Public Sector Information website (<http://www.opsi.gov.uk>). The Information Commissioner's Office website (<http://www.dataprotection.gov.uk/>) may provide useful information.

National Unit Specification: support notes (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

Please note that the candidate should be introduced to the most current legislation some of which may supercede the above.

Outcome 2

This Outcome relates to data security precautions that should be taken.

The candidate is required to backup specified files to a removable storage media such as a pen drive, CD-R, zip drive, external hard drive, etc. Candidates should also be aware of the different types of backup routines — full, differential, incremental and partial backups.

The application of file attributes. Candidates should be aware of hidden and read-only attributes and are required to apply them to files for protection.

To emphasis the importance of virus protection, candidates are required to perform a routine scan on files to check for viruses. Candidates should understand the importance of virus protection, the difference between worms, hoaxes and trojan horse viruses and how these threats are transmitted.

Outcome 3

This Outcome provides the candidate with practical experience in the use of the word processing, database and spreadsheet application packages, ie

- ◆ **Word Processing** Graphics including:
 - text wrapping
 - templates
 - paragraph formatting (including indenting and spacing)
 - bullets and numbering
 - tables
 - styles
 - columns
 - password protection for file.

- ◆ **Database** Complex search criteria:
 - AND, OR, NOT, LIKE, etc
 - multiple search criteria
 - forms
 - reports
 - password protection for databases.

- ◆ **Spreadsheet** Graphs — using data from non adjacent cell ranges
 - graph types
 - editing features — undo, find and replace, etc.
 - functions — general, logical, financial, statistical
 - formatting — including wrap text and conditional formatting
 - password protection for file.

National Unit Specification: support notes (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

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 regarding the current legislation that affects both users and employers data security and practical steps that can be taken to ensure data integrity.

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	4 hours
Outcome 2	6 hours
Outcome 3	30 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.

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
- Drag and or a combination of the above

National Unit Specification: support notes (cont)

UNIT Computing: Office and Personal Productivity Applications (SCQF level 5)

The Performance Evidence for Outcome 2 will consist of an activity log of the candidate's activities in performing the tasks required to satisfy the Outcome's Performance Criteria.

The Performance Evidence for Outcome 3 will consist of a folio of the candidate's work which will provide evidence that the candidate has satisfied the Performance Criteria for Outcome 3. A minimum of one task is required for each individual application package. An observation checklist which has been completed by the assessor 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 health and safety legislation. An assessor must endorse each candidate activity log together with the candidate with each of their names, signature and relevant date(s).

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

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).