

**Unit Title:** Information Technology Support for Access To Higher Education  
**Level:** Two  
**Credit Value:** 6  
**GLH:**  
**NOCN Unit Code:** CC1/2/TE/016  
**QCA Unit Reference**  
**Grading Descriptors:** Not Applicable

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Load and use a word processing package.	1.1. Use operating skills, (load, run and safety procedures). 1.2. Enter text with no more than two data entry errors per 200 words 1.3. Embolden all (and only) the portions indicated. 1.4. Underline all (and only) the portions indicated 1.5. Centre text on the page. 1.6. Follow single and double line spacing as required. 1.7. Adjust margins accordingly. 1.8. Create a table. 1.9. Display consistently items in a row aligned with each column 1.10. Use headers and footers to incorporate page numbers in appropriate positions. 1.11. Save and recall the document at a later date. 1.12. Print the page or selected portion.

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
2. Load and use a database package	2.1. Use operating skills (load, run and safety procedures). 2.2. Select relevant data and determine the field descriptions. 2.3. Design and create the record structure. 2.4. Enter the data without errors. 2.5. Search on the criteria to select sub-sets of the data. 2.6. Sort the data alphabetically and numerically 2.7. Save and recall the document at a later date. 2.8. Print the page or selected portion.

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
<p>3. EITHER: Load and use a spreadsheet package. OR: Load and use a desk top publishing package.</p>	<p>3.1. FOR BOTH: Use operating skills (load, run and safety procedures).</p> <p>3.2. EITHER: Select the relevant data and determine the appropriate cells and layout. OR: Use layout skills.</p> <p>a) Page orientation (landscape, portrait) b) Choice of publication layout, eg. flyer or newsletter, special fold, special size.</p> <p>3.3. EITHER: Enter data without errors. OR: Use import skills.</p> <p>a) Import word processed blocks of text. b) Import using a scanner. c) Import using an image bank. d) Import using a database.</p> <p>3.4. EITHER: Enter and use formulae appropriately. OR: Use manipulation skills.</p> <p>a) Scaling. b) Duplication. c) Deletion. d) Grids. e) Multiple columns. f) Text flow round graphics.</p> <p>3.5. EITHER: Save and recall the spreadsheet at a later date. OR: Save and recall the document at a later date.</p> <p>3.6. EITHER: Print the spreadsheet or selected portion. OR: Print the document or selected portion.</p> <p>3.7. FOR SPREADSHEET PACKAGE ONLY: Use data on a spreadsheet to create and print graphical representation.</p>

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
4. Load and use additional retrieval IT facilities.	4.1. Search and retrieve and recover appropriate information from CD ROMS and the INTERNET.

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### ASSESSMENT INFORMATION

**Guidance:**

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.  
**O = Optional** – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary		Practice file	

### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

<b>Key Skill</b>		<b>Wider Key Skill</b>	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and	



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		Performance	
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**Accredited Start date:**  
**Accredited End date:**  
**Unit Sector/Subject area:**  
**Grading descriptors:**  
**Availability for Use:**

<b>Purpose and Aim of the Unit</b>	Free Text
<b>Restrictions on the Availability</b>	Free Text or N/A
<b>Additional Assessment Requirements</b>	Free Text or N/A
<b>Details of relationship between the Unit and the NOS</b>	Free Text or N/A
<b>Details of relationship between the Unit and Standards (not NOS)</b>	Free Text or N/A
<b>Endorsement of the Unit by</b>	Free Text or N/A