

Lecturer: Mark Gillan

SQA UNIT: F1K8 11

*Computing / Digital Media:
Office and Personal Productivity
Applications*





OFFICE AND PPA

UNIT NUMBER: F1K8 11

This unit:

- 1 credit at Intermediate 2
(6 SCQF credit points at SCQF Level 5)
- Designed to enable students to make efficient and effective use of software applications
- Personal and Business use
- Practical experience
- Complex features
- Word Processing, Databases, Spreadsheets
- File Management and Security
- Current Legislation

OUTCOMES

This unit consists of the following 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.





OUTCOME 1

Identify relevant legislation that affects the use of software application packages.

- 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.

- 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.

- 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.