

Unit Title: Productivity Programs	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	CN0/E3/LQ/006
Ofqual Unit Reference Number:	F/506/1772

This unit has 6 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the basics of productivity programmes.	1.1. Outline the functionality of various productivity programs.
2. Be able to use common features and commands in productivity programs.	2.1. Use a pointer to navigate in a productivity program. 2.2. Use the buttons on the toolbars to perform tasks in a productivity program. 2.3. Type text and characters in a productivity program by using the keyboard.
3. Be able to use the basics of word processing programs.	3.1. Perform basic tasks in a word processing program. 3.2. Edit and format text in a word processing program. 3.3. Work with tables and pictures in a word processing program. 3.4. Proofread a word processed document. 3.5. Identify the benefits of desktop publishing.
4. Be able to use the basics of spreadsheet programs.	4.1. Identify the components of a spreadsheet. 4.2. Enter data into a spreadsheet. 4.3. Perform basic mathematical tasks in a spreadsheet. 4.4. Insert charts in a spreadsheet. 4.5. Print a spreadsheet using available options.

<p>5. Be able to use the basics of presentation programs.</p>	<p>5.1. Identify the elements of a presentation program. 5.2. Create a presentation using a presentation program. 5.3. Add graphics and multimedia to a presentation. 5.4. Print presentations in different formats in a presentation programme, using available options.</p>
<p>6. Be able to use the basics of database programs.</p>	<p>6.1. Identify the basic concepts of a database. 6.2. Create a database using a database program. 6.3. Work with records in a database. 6.4. Work with queries in a database. 6.5. Work with reports in a database.</p>

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	