

Unit Title: Automation in Office Programs	
Level:	Two
Credit Value:	3
GLH:	24
OCNLR Unit Code:	CN0/2/LQ/003
Ofqual Unit Reference Number:	H/616/8890

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to use coding or macro(s), to automate multiple actions within a word processing program.	1.1. Identify an appropriate set of tasks to automate within a word processing program. 1.2. Use code or macro(s) to create a set of automated processes to complete multiple actions. 1.3. Debug code to ensure it works as intended. 1.4. Demonstrate the finished automated processes work as intended.
2. Be able to use formulae and/or functions, to automate calculations/tasks within a spreadsheet program.	2.1. Identify an appropriate set of calculations to automate, using formulae and/or functions 2.2. Use formulae and/or functions to create a set of automated processes to complete at least three sequential actions. 2.3. Demonstrate the finished automated processes work as intended.

3. Be able to use coding and/or macros, to automate multiple actions within a spreadsheet program.

- 3.1. Identify an appropriate set of tasks to automate using coding and/or macros in a spreadsheet program.
- 3.2. Use coding and/or macros to create a set of automated processes to complete at least three sequential actions.
- 3.3. Debug code to ensure it works as intended.
- 3.4. Demonstrate the finished automated processes work as intended.

## Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

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	✓