

| Unit Title: Personal Productivity Programs | |
|--|---------------|
| Level: | Entry Three |
| Credit Value: | 3 |
| GLH: | 30 |
| OCNLR Unit Code: | CN0/E3/LQ/014 |
| Ofqual Unit Reference Number: | M/616/8245 |

This unit has 3 learning outcomes

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|--|
| The learner will: | The learner can: |
| 1. Be able to use word processor software to improve personal productivity. | 1.1. Perform basic tasks in a word processor (e.g. enter text). 1.2. Edit and format text. 1.3. Work with tables and images. 1.4. Proofread and amend a document. 1.5. Print out the document. |
| 2. Be able to use spreadsheet software to improve personal productivity. | 2.1. Identify the components of a spreadsheet. 2.2. Enter data into a spreadsheet. 2.3. Perform basic mathematical tasks in a spreadsheet (e.g. Sum, Average, Min, Max). 2.4. Insert charts in a spreadsheet. 2.5. Use the options available to print a spreadsheet in two ways (e.g. print a selection, use gridlines, display formulae). |
| 3. Be able to use presentation software to improve personal productivity. | 3.1. Create a presentation of at least two slides which includes a transition. 3.2. Add graphics and multimedia to a presentation. 3.3. Use the options available to print presentations in different formats in a presentation programme. |

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 | |