

**The Further Education and Training Awards Council (FETAC)
was set up as a statutory body on 11 June 2001
by the Minister for Education and Science.
Under the Qualifications (Education & Training) Act, 1999,
FETAC now has responsibility for making awards
previously made by NCVA.**



Module Descriptor

Computer Applications

Level 4 B10009

November, 1997

1	Title	Computer Applications
2	Code	B10009
3	Level	4
4	Value	1 credit
5	Purpose	This module has been designed to provide learners with an understanding of and practical experience in the use of the common generic applications (i.e. Database, Spreadsheets and Computer Graphics). It provides an introduction to computer applications which will enable the learner to use the computer in a working environment and to proceed to further modules in each of the applications at level 2.
6	Preferred Entry Level	Level 3 Certificate, Junior Certificate or equivalent.
7	Special Requirements	None.
8	General Aims	<p><i>Candidates who successfully complete this module will:</i></p> <p>8.1 develop the skills to create and query a database</p> <p>8.2 develop the skills to enter and manipulate data from a spreadsheet package</p> <p>8.3 develop the skills to produce and manipulate images using a drawing package</p> <p>8.4 develop good work habits in the use and care of the computer and equipment.</p>

9 Units

Specific learning outcomes are grouped as three Units.

Unit 1	Introduction to Databases
Unit 2	Introduction to Spreadsheets
Unit 3	Introduction to Graphics

10 Specific Learning Outcomes

Unit 1 Introduction to Databases

The learner should be able to:

- 1.1 identify applications suitable for database
- 1.2 understand the terms database, file, record, field, data type
- 1.3 identify a key field
- 1.4 identify possible data types as numeric, character/text, date and logical
- 1.5 access a database system
- 1.6 identify the component parts of a record structure
- 1.7 create a database file from a given structure
- 1.8 enter data
- 1.9 edit data
- 1.10 add new records
- 1.11 delete individual records
- 1.12 add new field to existing record structure
- 1.13 save a database
- 1.14 recall an existing database
- 1.15 browse the database
- 1.16 query the database on a single field
- 1.17 organise (sort and/or index) the database on a single field
- 1.18 output data to screen and printer

1.19 exit from the database using proper procedures.

Unit 2 Introduction to Spreadsheets

The learner should be able to:

2.1 identify applications suitable for spreadsheets

2.2 understand the terms spreadsheet, row, column, cell, label, value and formula

2.3 access a spreadsheet package

2.4 identify a cell by its grid reference

2.5 enter numeric data in a spreadsheet

2.6 enter character/text data in a spreadsheet

2.7 generate formulae using cell references and arithmetic operators

2.8 replicate/copy formulae over a range of cells using relative cell references

2.9 change formula

2.10 save the spreadsheet

2.11 open an existing spreadsheet

2.12 insert rows/columns

2.13 delete rows/columns

2.14 adjust column widths

2.15 format column entries (i.e. decimal, currency, alignment)

2.16 use the basic functions SUM and AVERAGE

2.17 sort a portion of a spreadsheet

2.18 print a spreadsheet

2.19 exit from the spreadsheet application using proper procedures.

Unit 3

Introduction to Graphics

The learner should be able to:

- 3.1** access a graphics package
- 3.2** operate one graphic software package
- 3.3** use icons to carry out graphic operations
- 3.4** produce basic geometrical shapes
- 3.5** demonstrate electronically freehand drawing
- 3.6** input and manipulate clipart
- 3.7** enhance graphics with colour
- 3.8** edit drawings using:
 - colour
 - shape
 - size
- 3.9** print hard copies in either landscape and portrait
- 3.10** input and manipulate text
- 3.11** enhance text
- 3.12** exit from a graphics package using proper procedures.

11 Assessment

Summary

Practical Assignment 1: Introduction to Database	35%
Practical Assignment 2: Introduction to Spreadsheet	35%
Practical Assignment 3: Introduction to Graphics	30%

Note: All assessments must adhere strictly to the performance criteria on the individual candidate marking sheets.

11.1 Technique **Practical Assignment 1: Introduction to Database**

Mode Centre-based with external moderation by FETAC

Weighting 35%

Duration One hour

Format Create database structure
Enter data
Organise database
Query database
Modify database
Load, Save and Print database

11.2 Technique **Practical Assignment 2: Introduction to Spreadsheet**

Mode Centre-based with external moderation by FETAC

Weighting 35%

Duration One hour

Format Enter text/numeric data
Format cells
Use formula and functions
Modify spreadsheet
Sort spreadsheet
Load, Save and Print spreadsheet

11.3 Technique Practical Assignment 3: Introduction to Graphics

Mode Centre-based with external moderation by FETAC

Weighting 30%

Duration One hour

Format Produce basic geometric shapes
Use colour
Freehand drawing
Enter text
Edit/enhance text
Load, Save and Print drawing

12 Performance Criteria

12.1 Practical Examinations

Candidates are marked according to the criteria shown on Individual Candidate Marking Sheets B10009/MS1, B10009/MS2 and B10009/MS3.

13 Grading	Pass	50 - 64%
	Merit	65 - 79%
	Distinction	80 - 100%

Individual Candidate Marking Sheet		Computer Applications Practical Assignment 1 Introduction to Database Weighting 35%
B10009/MS1		

Candidate Name: _____ PPSN.: _____

Centre: _____ Centre No.: _____ Date: _____

<u>Performance Criteria</u>		<u>Max. Mark</u>	<u>Candidate Mark</u>
Create Database structure:	<i>Containing six fields with a mixture of character/text numeric and/or currency date and/or logical (deduct 0.5 mark per incorrect name, type or size, to limit of 5)</i>	5	
Enter data:	<i>enter 10 to 12 records (deduct 1 mark per keystroke error to limit of 4)</i>	4	
Organise database:	<i>on a single field (correct 3 marks, incorrect 0 mark)</i>	3	
Select records:	<i>query database on a single field (2 queries - correct 4 marks, incorrect 0 marks each)</i>	8	
Recall (Open) existing database		1	
Add field:	<i>1 field added with correct name, type and size</i>	2	
Add data to new field	<i>(deduct 1 mark per keystroke error to limit of 2)</i>	2	
Add records:	<i>2 records added (deduct 1 mark per keystroke error to limit of 2)</i>	2	
Edit records:	<i>three to six records meeting specified criteria</i>	2	
Delete selected records:	<i>three to six records meeting specified criteria</i>	2	
Save databases/tables/queries using correct name	<i>(2 marks divided between number to be saved)</i>	2	
Print correct databases/tables/queries	<i>(2 marks divided between number of printouts)</i>	2	
<u>Total Mark:</u>		<u>35</u>	

Signed Assessor: _____ Date: _____

Signed External Authenticator: _____ Date: _____

Individual Candidate Marking Sheet B10009/MS2		Computer Applications Practical Assignment 2 Introduction to Spreadsheet Weighting 35%
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Candidate Name: _____ **PPSN.:** _____

Centre: _____ **Centre No.:** _____ **Date:** _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Enter character and numeric data: (Min. 10 rows x 4 columns) <i>(deduct 0.5 mark per keystroke error to limit of 4)</i>	4	
Correct use of formula/functions using relative cell references: 2 formula with +, -, *, /, operators (3 marks each) SUM function (3 marks) AVERAGE function (3 marks)	12	
Replicate formula (4 marks divided between number of replications)	4	
Format column entries: currency (all occurrences correct 1 mark) decimal (all occurrences correct 1 mark)	2	
Format cell alignments: (using at least two different alignments) (2 marks divided between number of alignments)	2	
Sort portion of a spreadsheet (correct 2 marks, incorrect 0 marks)	2	
Delete rows/columns (correct number in correct place)	1	
Insert extra rows/columns (correct number in correct place)	1	
Change formula (2 formula changed, 2 marks each)	4	
Save spreadsheets using correct filenames	1	
Print correct spreadsheets (2 marks divided between number of printouts)	2	
<u>Total Mark:</u>	<u>35</u>	

Signed **Assessor:** _____ **Date:** _____

Signed **External Authenticator:** _____ **Date:** _____

Individual Candidate Marking Sheet B10009/MS3		Computer Applications Practical Assignment 3 Introduction to Graphics Weighting 30%
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Candidate Name: _____ PPSN.: _____

Centre: _____ Centre No.: _____ Date: _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Produce basic geometric shapes: <i>lines</i> (4 marks) <i>squares/rectangles</i> (4 marks) <i>circles/ellipses</i> (4 marks)	12	
Enhance using colour (1 mark per colour used to limit of 4)	4	
Freehand drawing (1 mark per freehand item to limit of 3)	3	
Insert clipart	2	
Manipulate clipart	2	
Edit drawing using: <i>colour</i> (1 mark) <i>shape</i> (1 mark) <i>size</i> (1 mark)	3	
Input text	1	
Enhance text: (underline, bold, italics etc)	1	
Save drawings (1 marks divided between number saved)	1	
Print drawings (1 marks divided between number of printouts)	1	
<u>Total Mark:</u>	<u>30</u>	

Signed Assessor: _____ Date: _____

Signed External Authenticator: _____ Date: _____

