Information Technology: Applications Software 2

HIGHER NATIONAL DIPLOMA

信息技术：应用软件II

【英】苏格兰学历管理委员会（SQA）

Unit Student Guide

COMPUTING: Software Development D7CY 35

中国时代经济出版社

SCOTTISH QUALIFICATIONS AUTHORITY

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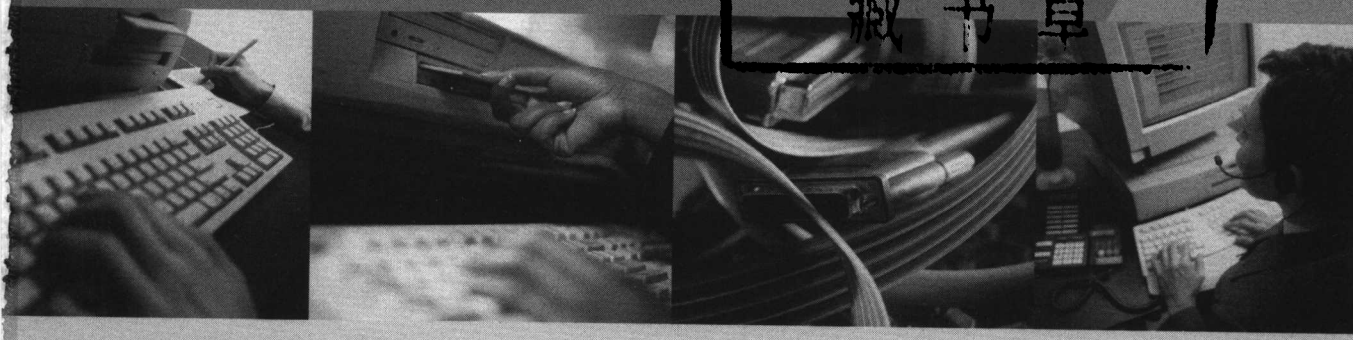

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1 Introduction to the Scottish Qualifications Authority

This Unit **D7CY 35 Information Technology: Applications Software 2** has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: www.sqa.org.uk.

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out, the assessment of people taking SQA qualifications

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- quality assure education and training establishments which offer SQA qualifications

- issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the four Outcomes that students must complete in order to achieve this unit. The Specification also details the knowledge and/or skills required to achieve the outcome or outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each outcome or outcomes.

2 Introduction to the Unit

2.1 What is the Purpose of this Unit?

This Unit is designed to enable you to attain an advanced level of proficiency in Information Technology (IT). As such, it aims to further develop your knowledge of the theoretical concepts, principles, boundaries and scope of IT applications. The intention of the Unit is to develop your knowledge of the importance of the integration of complex information through the sharing of information between applications and users and by use of advanced features of software application packages.

2.2 What are the Outcomes of this Unit?

On successful completion of the Unit you will be able to:

1. Use advanced techniques of software application packages for automation;

2. Use advanced techniques of software application packages for integration;

3. Use data communications to share data with other users;

4. Use software application presentation tools.

Further details can be found in Appendix 1 — Unit Specifications.

2.3 What do I Need to be Able to do in Order to Achieve this Unit?

You must provide evidence that you can apply the techniques outlined in the outcomes.

2.4 Approximate Study Time for This Unit

The notional study time for this Unit is 40 hours but actual time allocated is at the discretion of the centre.

2.5 Equipment/ Material Required for this Unit

PC with Microsoft Office 2000
Access to the Internet
Files as outlined on the next page

Learning Materials	
Files you will be supplied with	Files you will create
Golf	Address.dot
Golf letter	Putting
New members.xls	Lucy memo
Application Letter	Letter data
Food	Restaurant
Income Tax	Lounge Bar
Allowances	Accommodation
Activity.jpg	General
GolfNews	Macro 1
Golf.jpg	Macro 2
FoodNews	Staff Development
Bonus	
Stock Level	
Shopping List	
Expenses	
Discount	
Bar stock	
Departments	
Bar sales	
Bar sales analysis	
Admin stock	
Bacteria.doc	
Bacteria.jpg	
Bacteria.mid	
Arrowhit	
Assessment	
Edenplants.mdb	Logo
Outdoor plants.doc	Front cover
Eden Garden Centre.xls	Own template
Employees.mdb	Outdoor plant draft.doc
	Outdoor plant final.doc
	Indoor Plants
	Plant Catalogue
	Catalogue Letter
	Order Form
	Summary.xls

2.6 Symbols Used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. **These tasks are not Outcome Assessments.** They are exercises designed to consolidate learning or encourage thought, in preparation for the Outcome Assessment (see Section 3 — Assessment Information for this Unit).

Activity

This symbol indicates an Activity (A). Usually, activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

In this unit, you are asked to undertake a variety of activities, all of which are practical exercises. The activities will not serve the purpose of extending your knowledge if you refer to the responses prior to having attempted the Activity.

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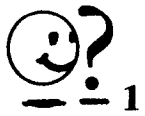
Self–Assessed Question



This symbol indicates a Self–Assessed Question. Using a Self–Assessed Question helps you check your understanding of the content that you have already covered. The Self–Assessed Questions in this guide will often take the form of practical exercises.

Everything is pro vided for you to check your own responses. Answers to the Self–Assessed Questions are to be found after each question.

Where suggested responses to activities are provided in the Unit Student Guide, **students are strongly discouraged from looking at these responses before they attempt the question or activity.** The questions or activities throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The questions or activities will not serve this purpose if you look at the answers before trying the activity!

Self–Assessed Questions and activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self–Assessed Questions to see how you are progressing.

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3 Assessment Information for this Unit

3.1 What Do I Have to Do to Achieve This Unit?

All Assessment Information will be provided in a separate document.

To achieve this Unit you should work through this course guide. The guide assumes existing knowledge up to the level of the Unit **Information Technology: Applications Software 1**. If you are unfamiliar with any of the concepts mentioned as prior learning, you should ensure that you familiarise yourself with them.

Assessment will be carried out on completion of the course materials.

Further details can be found in Appendix 1 — Unit Specifications.

4 Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities which will allow you to consolidate your learning and check on your own progress.

Aim to progress through the materials steadily. Each person will progress at a different rate, according to prior knowledge.

The assessment might take you several hours to complete.

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