NATIONAL CERTIFICATE (VOCATIONAL)

SUBJECT GUIDELINES

OFFICE DATA PROCESSING
NQF Level 4

September 2007

OFFICE DATA PROCESSING – LEVEL 4

CONTENTS

INTRODUCTION

A. What is Office Data Processing?

Office Data Processing is the effective processing and correct display of data in an office environment. Students will learn to collect, analyse and edit data and to manipulate, process and present data in a readable form for society.

B. Why is Office Data Processing important in the Office Administration programme?

Office Data Processing embraces inclusive education by providing opportunities, alternative methods of instruction and flexible assessment for students who experience barriers to learning.

C. The link between the Office Data Processing Learning Outcomes and the Critical and Developmental Outcomes

In Office Data Processing, students develop the skill to plan before commencing any work. Students learn to understand and adapt to the social environment by meaningfully interpreting office practices which they will come across in their future lives. They develop logical thought processes so that instead of relying on set rules, they are able to apply basic office principles to new and unfamiliar situations. Students also develop a systematic approach to problem solving. Further, students learn to organise their daily activities responsibly and effectively in different contexts as a personal assistant.

D. Factors that contribute to achieving the Office Data Processing Learning Outcomes

Students interested in commerce or the business world will benefit from doing Office Data Processing. Also, students who have specific characteristic such as thoroughness, accuracy and orderliness will enjoy this subject. Students will develop self-discipline, confidence, productivity, accuracy, neatness and personal style necessary for office data processing and will understand proficiency in collecting, accessing, capturing and analysing information. Office Data Processing can also lead to entrepreneurial skills and opportunities.

1   DURATION AND TUITION TIME

This is a one year instructional programme comprising 200 teaching and learning hours. The subject may be offered on a part-time basis provided all of the assessment requirements are adhered to.

Course preparation should consider students with special education needs.

2   SUBJECT LEVEL FOCUS

General/overall aim of the subject at this level is to equip students with advanced skills in word processing, spreadsheets and PowerPoint. The objective is also to equip students with the necessary skills to write the ICDL (International Computer Drivers Licence) exam in the 3 modules offered at the end of level 4.

3   ASSESSMENT REQUIREMENTS

3.1   Internal assessment (50 percent)

3.1.1 Theoretical Component
The theoretical component of Office Data Processing will form 10 percent of the internal assessment, with the balance done practically in the computer classroom.

3.1.2 Practical Component
The practical component of Office Data Processing will form 90 percent of the internal assessment.

All practical assessments must be indicated in a Portfolio of Evidence (PoE). The practical assessment will be done on a computer in a computer classroom.

- **Some examples of practical assessments include, but are not limited to:**

  A.   Presentations (lectures, demonstrations, group discussions and activities, practical work, observation, role play, self activity, judging and evaluation)
  B.   Use of aids
  C.   Exhibitions
  D.   Visits
  E.   Guest speaker presentations
  F.   Research
  G.   Structured environment

- **Definition of the term "Structured Environment"**

"Structured environment" for the purposes of assessment refers to an actual or simulated workplace, or workshop environment. It is advised that a practicum room is available on each campus for practical assessment.

- **Evidence in practical assessments**

All evidence pertaining to evaluation of practical work must be reflected in the student's PoE. The assessment instruments used for the purpose of conducting such assessments must be part of the evidence contained in the PoE.

3.1.3 Processing of internal assessment mark for the year
A year mark out of 100 is calculated by adding the marks of the theoretical component and the practical component of the internal continuous assessment.

3.1.4 Moderation of internal assessment mark
Internal assessment is subjected to both internal and external moderation procedures as contained in the *National Examinations Policy for FET College Programmes.*

3.2 External assessment (50 percent)

A national examination on computer is conducted annually in October or /November by means of a paper/s set internally and marked and moderated externally.

Details in respect of external assessment are contained in the *Assessment Guidelines: Office Data Processing* (Level 4).

4 WEIGHTED VALUES OF TOPICS

TOPICS	WEIGHTED VALUE
Advanced spreadsheets	40%
Advanced database	35%
Advanced presentations (Powerpoint)	40%
TOTAL	**100**

5 CALCULATION OF FINAL MARK

Internal assessment:	Student's mark/100 x 50 = a mark out of 50	(a)
Examination mark:	Student's mark/100 x 50 = a mark out of 50	(b)

Final mark: **(a) + (b) = a mark out of 100**

All marks are systematically processed and accurately recorded to be available as hard copy evidence for, amongst others, purposes of moderation and verification, as well as for purposes of reporting.

6 PASS REQUIREMENTS

The student must obtain at least fifty (50) percent in ICASS and fifty percent (50) in the examination.

7 SUBJECT AND LEARNING OUTCOMES

On completion of Office Data Processing Level 3 the student should have covered the following topics:

Topic 1:   Advanced spreadsheets
Topic 2:   Advanced database
Topic 3:   Advanced presentations

7.1 Topic 1: Advanced spreadsheets

7.1.1 Subject Outcome 1: Introduction to spreadsheets.

Learning Outcomes

The student should be able to:
- Understand and explain why and when 'Excel' could be used.
- Start and close 'Excel.'
- Use the 'Excel' screen.
- Understand and demonstrate the use of all 'Excel' icons.
- Explain why the mouse pointer changes shape.
- Save a workbook.
- Open and close a workbook.
- Create a new workbook.
- Change the zoom control.
- Move around in a spreadsheet.
- Demonstrate the correct use of toolbars.
- Enter text and numbers.
- Use the 'Office Assistant' function.
- Select cells effectively.
- Use 'Autosum' to add.
- Use the type function to add.

- Enter simple formulae.
- Use the 'Undo' and 'Redo' functions.
- Correct mistakes.
- Demonstrate the use of different formulae.
- Edit formulae.

7.1.2 Subject Outcome 2: Edit worksheets.

Learning Outcomes

The student should be able to:
- Demonstrate the 'Drag and Drop' function.
- Demonstrate 'Cut, Copy and Paste' functions.
- Use AutoFill to copy text and formulae.
- Use the 'Find and Replace' function.
- Check spelling.
- Insert Symbols and Special Characters.
- Sort text.
- Insert, delete, move and copy sheets.

7.1.3 Subject Outcome 3: Functions and cell referencing.

Learning Outcomes

The student should be able to:
- Use Absolute Cell References.
- Determine the Average in columns and rows.

7.1.4 Subject Outcome 4: Print workbooks.

Learning Outcomes

The student should be able to:
- Demonstrate the use of 'Print Preview' to print a worksheet.
- Print ranges and more than one copy.
- Change the page setup.
- Create headers and footers.

7.1.5 Subject Outcome 5: Format worksheets.

Learning Outcomes

The student should be able to:
- Insert and delete rows and columns.
- Resize rows and columns.
- Change the font and font size.
- Change the number format.
- Change the alignment.
- Apply borders.
- Rotate text.
- Add pictures.

7.1.6 Subject Outcome 6: Demonstrate the use of charts.

Learning Outcomes

The student should be able to:
- Create charts.
- Move, resize and delete charts.
- Format charts.
- Use the chart toolbar.
- Change chart options.
- Print charts.

7.2 Topic 2: Advanced database

7.2.1 Subject Outcome 1: Introduction to a database.

Learning Outcomes

The student should be able to:
- Explain why and when to use a database.
- Identify and explain the meaning of database icons.
- Open, Save and Close a database.
- Demonstrate the use of the toolbars.
- Identify the parts of an Access Database.
- Use tables.
- Change the appearance of a table.
- Find and sort records.
- Print tables.
- Use the 'Help' function in Access.

7.2.2 Subject Outcome 2: Process Queries.

Learning Outcomes

The student should be able to:
- Create a simple Query.
- Change the 'View'.
- Edit a Query.
- Add criteria to Queries.
- Insert numbers, dates and 'Wildcards'.
- Add more than one criterion.
- Sort Queries.
- Show/Hide Fields.
- Add filters.
- Filter Queries by form.

7.2.3 Subject Outcome 3: Utilise Forms.

Learning Outcomes

The student should be able to:
- Use Forms.
- Create a Form using the 'Form Wizard'.
- Change Form design.
- Identify the parts of a Form.
- Demonstrate controls and labels.
- Demonstrate 'AutoFormat'.
- Demonstrate tab Order.
- Save design changes to a Form.
- Create 'AutoForms'.
- Add pictures.

7.2.4 Subject Outcome 4: Process Reports.

Learning Outcomes

The student should be able to:
- Create Reports.
- Use Reports.
- Change the design of a Report.
- Identify the parts of a Report.
- Add Extras.
- Mail Labels.
- Create 'AutoReports'.
- Summarize options on a Report.

7.2.5 Subject Outcome 5: Create a simple database.

Learning Outcome*s*

The student should be able to:
- Plan a database.
- Create a new database.
- Create a database with the Database Wizard.
- Create tables.
- Change the View of a Table.
- Change Table Design.
- Apply Field Properties.

7.3   Topic 3: Advanced presentations

7.3.1 Subject Outcome 1: Introduction to presentations.

Learning Outcomes

The student should be able to:
- Explain why and when to use Power Point.
- Use the mouse.
- Use the keyboard.
- Use 'Help' in 'Power Point'.
- Use the keyboard to edit text.
- Start and exit 'Power Point'.
- View the 'Power Point' screen in normal.
- Start up 'Dialog Box'.
- Create a presentation.
- Save a presentation.
- Open and close a presentation.
- Change the zoom control.
- Demonstrate the correct use of toolbars.

7.3.2 Subject Outcome 2: Apply basic operations in presentations.

Learning Outcomes

The student should be able to:
- Move around in a presentation.
- Add text to slides.
- Create new slides.
- View 'Power Point' differently.
- Apply 'Normal View'.
- View 'Slide Sorter'.
- View 'Outline'.
- Apply 'Page Setup' correctly.
- Print slides.
- Select text and placeholders.
- Move, resize and delete placeholders.
- Formate placeholders.
- Move and copy text.

7.3.3 Subject Outcome 3: Format slides.

Learning Outcomes

The student should be able to:
- Change the appearance of text.
- Insert 'Bullets and Numbering'.
- Insert 'Logos'.
- Align and indent text.
- Change tabs.
- Change the background.
- Change the colour scheme in presentations.

7.3.4 Subject Outcome 4: Demonstrate the use of master templates.

Learning Outcomes

The student should be able to:
- Use the master slides.
- Use the 'Slide Master'.
- Use the 'Title Master'.
- Use 'Handout Master'.
- Use 'Notes Master'.
- Apply a template.
- Create from a template.
- Create 'Your Own Template'.

7.3.5 Subject Outcome 5: Create speaker notes.

Learning Outcome

The student should be able to:
- Create speaker's notes.

7.3.6 Subject Outcome 6: Demonstrate the use of graphs and charts.

Learning Outcomes

The student should be able to:
- Create a chart.
- Insert 'Microsoft Graph'.
- Move, resize and delete a chart.
- Select parts of a chart.
- Use the chart toolbar.
- Format text and numbers in a chart.
- Change chart options.
- Create an 'Organisation Chart'.
- Select 'Organisation Chart' in Microsoft.
- Format 'Organisation Charts'.
- Insert Headers and Footers.

7.3.7 Subject Outcome 7: Demonstrate the use of the drawing toolbar.

Learning Outcomes

The student should be able to:
- Use the drawing toolbar.
- Format shapes.
- Move, resize and delete shapes.
- Adde text to shapes.
- Insert '3D' and 'Shadow'
- Rotate and order text.

7.3.8 Subject Outcome 8: Demonstrate the use of clipart and pictures.

Learning Outcomes

The student should be able to:
- Add pictures to slides.
- Move, resize and delete pictures.
- Use the picture toolbar.

7.3.9 Subject Outcome 9: Check presentations.

Learning Outcomes

The student should be able to:
- Spell check presentations.
- Find and replace text.

7.3.10 Subject Outcome 10: Import data.

Learning Uutcomes

The student should be able to:
- Import text from 'Word'.
- Import slides from another presentation.
- Import charts.

7.3.11 Subject Outcome 11: Demonstrate the use of On-Screen Shows.

Learning Outcomes

The student should be able to:
- Use slide show view.
- Add slide transitions.
- Add animation to slides.
- Rehearse timings for an On-Screen Show.
- Hide slides.

8   RESOURCE NEEDS FOR THE TEACHING OF OFFICE DATA PROCESSING - LEVEL 4

8.1   Physical resources

The following teaching aids should be made available, if possible:

- **Practicum room: (Simulated room)**

  - A simulated enterprise in which students can gain practical experience within a simulated office environment, with essential electronic equipment, e.g. adding machine, cash registers calculators, filing cabinets.
  - Computer and data projector to electronically project data must be available to facilitator; or the facilitator must provide students with examples to be completed in practical assignments.
  - The latest developments in electronic equipment must be available.

- **Media centre**

  - Availability of computers and printers for students to complete assignments and case studies and do research.
  - Access to internet for students.
  - Trading magazines, daily newspapers and subject related reference books for research by students.
  - Subject related DVDs and videos
  - List of guest speakers.
  - List of website addresses for subject related research.
  - Legislation/Acts for use by lecturers during lessons and by students for research purposes.
  - Research software e.g. Encarta.
  - Stock room to store video and DVD machines, televisions, etc.
  - Security for stock room.

- **Class room**

  - Computer and data projector must be available for facilitator to electronically project data for students.
  - Flash disk for facilitator to store information.
  - Presentation program on computer to be used by facilitator.
  - White board, black board and pull down screen.
  - Desks big enough for students to work on.
  - 30 Computers per group with the latest word processing programme to do the practical subject Office Data Processing.
  - Latest audio typing machines.

8.2   Human resources

- **Lecturer/facilitator**

  - Applicable 3 year diploma; or
  - Applicable 4 year degree; and/ or
  - Diploma/degree in education.
  - Declared competence as assessor and/or moderator.
  - Training in Outcomes Based Education.
  - Computer knowledge and skills.

8.3   Other Resources

  - Text books.
  - Lever arch file to serve as portfolio of evidence for each student
  - Subscription fees for Internet, industry magazines, newspapers.
  - Computer disk for each student.