

# Information Technology

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## Student Introductory Guide

[INTERMEDIATE 2]

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## What this unit is about

This core skills unit seeks to develop your skills in the effective use of an Information Technology (IT) system to perform routine processing of a range of data. You will be asked to use a computer system to perform a range of activities involving different types of data and information.

(Adapted from SQA National Unit Specification, Information Technology, Intermediate 2.)

### Outcomes

1. Use an IT system effectively.
2. Perform processes using a range of application packages.
3. Carry out searches to extract and present relevant information.

On completion of this unit you will be able to:

- Use a range of hardware devices
- Use a range of software packages
- Use the Internet to find relevant information.

### Prior experience

Access is at the discretion of the school or college. However, you will normally be expected to have attained one of the following:

- Information Technology (Intermediate 1)
- Similar qualification.

### Progression

Successful attainment of this unit will allow you to proceed to:

- Information Technology (Higher)

### Core skills

Core skills are the coping skills needed for life and for lifelong learning. They are not new and learning them doesn't begin or end with National Qualifications. They have been a recognised part of school and college learning for a long time. This material will build on and develop the good work you've already done in school or college.

The core skills in National Qualifications are:

- Communication
- Information Technology
- Numeracy
- Problem Solving
- Working With Others.

Employers, colleges and universities give more and more weight to the importance of core skills. Through National Qualifications, students will be able to develop core skills through a wide range of subjects in the curriculum, and they will learn how to transfer them and to apply them in new situations.

Your tutor will keep you informed about how core skills may be incorporated into the unit/course you are currently studying.

## Introduction to this pack

Your learning pack consists of this Student Introductory Guide and **five** Study Sections as indicated below.

### **Student Introductory Guide**

*Study time:* 1–2 hours

### **Outcome 1: Computer Basics**

*Study time:* Approximately 5–7 hours

### **Outcome 2(1): Database**

*Study time:* Approximately 6–8 hours

### **Outcome 2(2): Spreadsheet**

*Study time:* Approximately 6–8 hours

### **Outcome 2(3): Word Processing**

*Study time:* Approximately 6–8 hours

### **Outcome 3: The Internet**

*Study time:* Approximately 7–8 hours

## How to use the pack

This pack has been designed to meet the Outcomes within the SQA unit Information Technology (Intermediate 2). The first step towards being a successful learner is to be familiar and comfortable with the learning materials. It's well worth spending a little of your initial study time scanning the Study Sections to see how they're structured, what the various features are called and what they're designed to do.

This will save you a lot of time and frustration when you start studying as you'll then be able to concentrate on the subject matter itself without the need to refer back to what you're supposed to be doing with each part.

## Unit study sections

Each Study Section of your learning pack is structured in exactly the same way:

- Contents page
- An introduction to the section
  - what the section is about
  - the objectives of the section
  - suggested study time for the section
  - a note of other resources required which are not included in the pack
- Assessment information
  - how, when, where, what assessment for the section will take place
- Subject content, including
  - Activities (A) and Self Assessed Questions (SAQ)
  - Answers to SAQs are at the back of the Study Section.

## Approximate study time

While the time allocated to this unit is at the discretion of your school or college, the notional design length is 40 hours. The study times quoted should therefore be used as a guide only.

## Symbols used in the pack

This learning pack allows you to work on your own with tutor support. As you work through the course, you'll encounter two symbols which indicate that something follows which you're expected to do. An explanation of these symbols follows:

## Self Assessed Questions



This symbol is used to indicate a Self Assessed Question (SAQ). SAQs are most commonly used to check your understanding of the material that has already been covered in the Study Sections.

This type of assessment is self-contained, that is to say that everything is provided within the Study Section to enable you to check your understanding of the materials.

The process is simple:

- You are set SAQs throughout the Study Section. These will take the form of e.g. short-answer questions, etc. You respond to these, either by writing in the space provided in the assessment itself, or in your own notebook.
- On completion of the SAQ, you turn to the back of the section to compare the SAQ responses to yours.
- If you're not satisfied after checking out your responses, turn to the appropriate part of the Study Section and go over the topic again.

Remember – the answers to SAQs are contained within the study materials. You're not expected to 'guess' at these answers.

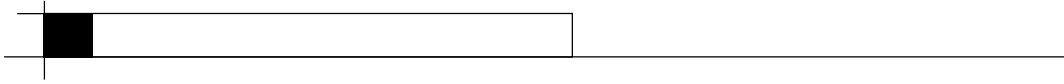
## Activities



This symbol indicates a numbered Activity. An Activity is normally a task that you'll be asked to do which should improve or consolidate your understanding of the subject in general or a particular feature of it.

The activities take you through exercises on the computer to demonstrate how to carry out processing tasks. There are pictures to show you what your screen should look like so you will know if you are following the activity correctly.

Remember that the SAQs and Activities contained within your pack are intended to allow you to check your understanding and monitor your own progress throughout the course. It goes without saying that the answers to these should only be checked out after the SAQ or Activity has been completed. If you refer to these answers before completing the Activities you can't expect to get maximum benefit from your course.



Doing well in any assessment involves:

- being clear about how you will be assessed
- knowing when your learning will be assessed
- as an open learning student, knowing where learning will be assessed.

### **How you will be assessed**

For Outcome 1 your tutor will observe you carrying out routine processing to ensure you are able to use an IT system effectively. You will need to follow safe, correct procedures for starting up, operating and closing down your computer system.

For Outcome 2 you will use at least three different types of application package to carry out routine processing of data. For one of these you will also have to carry out processing by performing the integration of two different data types.

For Outcome 3 you will carry out at least two searches for information, extract relevant information and use the IT system to present it.

### **When and where you will be assessed**

When you feel you are thoroughly familiar with the learning materials, and have worked through the SAQs and Activities, you will undertake unit (summative) assessments. These unit assessments will be set and marked by your tutor.

Unit assessments may be undertaken at your school/college, or elsewhere, under supervision. The results of unit assessments are recorded by your tutor and form the basis of your final results within this unit. Your tutor will organise all the necessary paperwork and inform you of your successful completion of the unit.

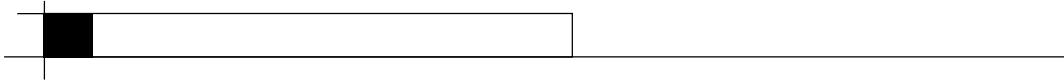
Your tutor will help you decide whether or not you are fully prepared for your assessment and what procedures should be followed.

### **What you have to achieve**

All outcomes have to be assessed and the objective of this 40-hour unit is that you will achieve Outcomes 1, 2 and 3 of SQA unit D01D11 Information Technology (Intermediate 2).

### **Opportunities for reassessment**

If you don't achieve the required standard for the award of 'pass' within any assessment you'll be informed of this and arrangements will be made for you to be reassessed on the particular elements of the assessment which need improving.



**PART 4**

When you enrol for this unit you'll either be given a timetable or you'll receive details of your tutor and contact information, i.e. the day, time, telephone/e-mail number where you can make contact.

For easy reference, this information may be recorded on the Tutor Details Form below.

**Tutor Details Form**

Tutor's name: \_\_\_\_\_

Address (for correspondence and assignments):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Times available for contact: Day/Evening: \_\_\_\_\_

Times: \_\_\_\_\_

Attendance requirement if applicable: \_\_\_\_\_

Remember – your tutor is your main support throughout your course, so if you have any problems, don't hesitate to get in touch.

Before moving on to the Study Sections, you may want to check your general understanding of the open learning materials for your unit. You can do this by attempting the following activity.

**A** For this activity, you will need to refer to this Introductory Guide to your course.

**(Tick boxes where appropriate.)**

- 1 The title of the unit I am about to study is: \_\_\_\_\_  
\_\_\_\_\_
- 2 The unit number is: \_\_\_\_\_
- 3 This unit should take me: 40 hrs  80 hrs   
to complete, although I may complete before or after this.
- 4 I will require to undertake 2  3  4  5  More  outcome assessments  
successfully in order to receive my SQA certificate.
- 5 I have checked out from the Introductory Guide of my unit what form my  
assessments will take. Yes  No
- 6 My tutor's name is: \_\_\_\_\_
- 7 I can contact my tutor on: Day/Evening: \_\_\_\_\_  
from: Time: \_\_\_\_\_ Tel no: \_\_\_\_\_  
E-mail address: \_\_\_\_\_
- 8 I feel happy about starting to study my unit. Yes  No
- 9 If not, I will contact my tutor or learning centre for further information before I  
begin. Yes  No
- 10 I will make myself thoroughly familiar with the requirements of this unit before  
moving on. Yes  No

**Many of the responses to this activity will be unique to you, but if you're still unsure about any of the above you should contact your tutor.**

**Good luck with your studies!**

**PART 5**

Your school or college is very interested in the views of students who have used these learning materials. Your feedback and comments will assist us in evaluating and, where necessary, improving this pack for future student use.

We would be grateful if you would spend a little time completing and returning this form to your tutor.

Please answer all of the questions as fully and frankly as possible. Please rate the materials by placing a tick in the appropriate box and adding relevant comments in the space provided.

Thank you for your assistance.

1	Sufficient advice was given in the materials on how to use the pack	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
2	The content was set at an appropriate level for me	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
3	The language used was at an appropriate level for me	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
4	I understood clearly what was expected of me for each Study Section	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
5	The content of each section was enough to allow me to meet these expectations	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>

*contd overleaf*

**STUDENT EVALUATION QUESTIONNAIRE**

6	There were enough appropriate Activities in the pack	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
7	There were enough appropriate Self Assessed Questions in the pack	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
8	Feedback to Activities and SAQs included to let me monitor my progress	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
9	All the information I required regarding assessment was included	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
10	Advice was included to assist me if I was having any problems	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
11	The pack was organised in such a way that it was easy to follow	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
12	This pack is appropriate for use with a minimum of contact with my tutor	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>
13	Overall I would rate this pack as	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>	Very Poor <input type="checkbox"/>

Name \_\_\_\_\_ School/College \_\_\_\_\_ Date \_\_\_\_\_

**Thank you once again for your assistance.** Please give completed forms to your tutor.