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| <b>Training Package</b>             | <b>Information Technology ICA99</b>  | <b>Unit Code</b>                              |
| <b>Title:</b>                       | <b>Integrate commercial computing packages</b>   | <b>ICAITU013B</b>                             |
| <b>Unit Descriptor</b>              | This unit expressed the competency required to apply appropriate conversion formats and manipulation of data between commercial application software.  | <b>HSC Indicative Hours:</b><br><br><b>20</b> |
| <b>Field/Stream</b>                 | Use Information Technology   |   |
| <b>Related Competency Standards</b> | The project life cycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Support, the Teamwork functional areas and Documentation. |   |

| <b>Key Competencies</b>                    |                                   |                              |                               |                                       |                |                |                         |
|--|-----------------------------------|------------------------------|-------------------------------|---------------------------------------|----------------|----------------|-------------------------|
| Collect, Analyse, and Organise Information | Communicate Ideas and Information | Plan and Organise Activities | Work with Others and in Teams | Use Mathematical Ideas and Techniques | Solve Problems | Use Technology | Cultural Understandings |
| 1  | 1                                 | 1                            | 1                             | 1                                     | 1              | 1              | 1                       |

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| <b>Related learning for the HSC</b>   | <ul style="list-style-type: none"> <li>• National Information Technology Module ITF309 – Desktop Publishing Applied</li> <li>• National Information Technology Module ITF205 – Basic Operations Databases</li> <li>• National Information Technology Module ITF207 – Basic Operations Spreadsheets</li> <li>• National Information Technology Module ITF308 – Retrieving Database Information</li> <li>• National Office Skills Module NOS116 – Keyboarding Techniques and Operations</li> <li>• National Office Skills Module NOS222 – Word Processing Introduction</li> <li>• National Office Skills Module NOS304 – Word Processing Advanced Operations</li> <li>• TAFE NSW Module 3617D – Introduction to the Internet</li> <li>• Computer manuals and tutorials</li> <li>• Materials developed by Registered Training Organisations</li> <li>• Various commercially produced materials including textbooks and computer tutorials</li> </ul> |
| Students may draw on skills and knowledge developed in other studies to achieve competency in this unit. This can include: <ul style="list-style-type: none"> <li>• Systems Design and Development</li> <li>• Information Processes and Technology</li> <li>• Business Service (Administration) Curriculum Framework</li> <li>• Tourism and Hospitality Curriculum Framework</li> </ul>   |   |
| <b>Resources that may be used for in training and assessment for this unit</b> <ul style="list-style-type: none"> <li>• Non-endorsed materials for ICAITU013B</li> <li>• National Information Technology Module ITG201 – Using Computer Networks</li> <li>• National Information Technology Module ITF307 – Freehand Graphics Packages</li> <li>• National Information Technology Module ITF305 – Advanced Operations Spreadsheets</li> </ul> |   |

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| <b>Element of Competency</b>  | <b>Performance Criteria</b>   | <b>Underpinning Skills and Knowledge</b>  | <b>Evidence Requirements</b>   | <b>HSC Requirements</b>   |
|---|---|---|--|---|
| 1. Access, retrieve, manipulate, import and export data to produce required documents | <ol style="list-style-type: none"> <li>Appropriate packages and conversion techniques are used to achieve an integrated outcome</li> <li>Data is imported/exported to produce required outcome</li> <li>Data is saved and re-accessed without loss of data</li> </ol> | <ul style="list-style-type: none"> <li>General understanding of features and functions of particular categories of commercial computing packages</li> <li>Software packages supported by the organisation</li> <li>General Occupational Health and Safety regulations</li> <li>Use of input/output devices</li> <li>Current business practices in relation to preparing reports</li> <li>Importing/exporting functions</li> </ul> | <p><b>Critical aspects of assessment</b></p> <p>Assessment must confirm the ability to apply appropriate conversion formats and manipulate data between commercial application software.</p> | <p><b>Key Terms and Concepts</b></p> <ul style="list-style-type: none"> <li>cut, copy, paste, clipboard, temporary files</li> <li>embedded objects, OLE, linked objects</li> <li>import, export, source file, destination file</li> <li>absolute and relative file paths</li> <li>file formats, including RTF, DIF, TXT, PNG, GIF, JPEG</li> <li>filters</li> <li>file conversion</li> <li>software compatibility</li> <li>software versions</li> </ul> |

| Element of Competency          | Performance Criteria   | Underpinning Skills and Knowledge   | Evidence Requirements  | HSC Requirements   |
|--------------------------------|--|---|--|--|
| 2. Determine and use self help | 1. Help is accessed through on line help and manuals<br>2. Internal organisation client documentation is obtained and used | <ul style="list-style-type: none"> <li>• Reading and general comprehension of technical manuals</li> <li>• Decision-making in a limited range of options</li> <li>• Basic analytical skills in for known problems in routine procedures</li> <li>• Problem-solving skills in regard to known problems in routine processes</li> <li>• Use of commercial computing packages</li> <li>• ICAITU005B</li> <li>• ICAITU006B</li> </ul> | <b>Interdependent units of assessment</b><br>This unit may be assessed with any of the following: ICAITU004B, ICAITU005B, ICAITU006B, ICAITU012B, ICAITU013B, ICAITU014B. The interdependence of units of competency for assessment will vary with the particular project or scenario. | <b>Learning experiences for the HSC must include:</b> <ul style="list-style-type: none"> <li>• the creation of word processed document containing a graphic generated in another package.</li> <li>• the export/import of data between a database and a spreadsheet</li> <li>• the creation of a mail merge document in a word processing package using an external data source</li> <li>• saving graphics files in different file formats</li> <li>• exporting database and/or spreadsheet data to a text file</li> <li>• compressing and decompressing files</li> <li>• the use of the 'save as' facility to save files in a different file format or in a previous version</li> </ul> |

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| <b>Resources</b>            | Competency can be demonstrated in a simulated environment or in the workplace. Competency will be required in integration of a minimum of three software applications. Competency should be demonstrated by producing several integrated workplace documents, with final output being produced without supervision.   |
| <b>Consistency</b>          | Competence in this unit needs to be assessed using formative assessment to ensure consistency of performance in a range of contexts.  |
| <b>Context</b>              | Work is carried out under routine supervision. An individual demonstrating this Unit would be able to: <ul style="list-style-type: none"> <li>• demonstrate basic operational knowledge in a moderate range of areas;</li> <li>• apply a defined range of skills;</li> <li>• apply known solutions to a limited range of predictable problems;</li> <li>• perform a range of tasks where choice between a limited range of options is required;</li> <li>• assess and record information from varied sources; and</li> <li>• take limited responsibility for one's own output in work ad learning.</li> </ul> |
| <b>Recording Assessment</b> | If this unit is successfully assessed the recording of this assessment will include 'Integrate commercial computing packages: PRODUCT & VERSION'.   |
| <b>Range of Variables</b>   |   |
| <b>Variable</b>             | <b>Scope</b>  |
| Software                    | Variables may include, but are not limited to: import/export facilities of packages; commercial software applications; organisational specific software; word processing, spreadsheet, database, graphic, mail, communication packages and presentation functionalities.  |
| Hardware                    | Variables may include, but are not limited to: personal computers, networked systems, personal organisers, communications equipment; peripherals may include, printers scanners, tape cartridges, speakers, multi media kits; keyboard equipment may include mouse, touch pad, keyboard pens.   |
| Sources and output of data  | Variables may include, but are not limited to: hard disk, floppy disks; paper; format of data source or data output, ie ASCII and application specific format.  |
| Literacy skills             | In regard to client documentation.  |