Roadmap of alignment matrix of unit standard 116943

Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet. **Please note**: The page numbers correspond to the learner study guide and portfolio of evidence. Only the first page number is given.

Assessment methods

Formative - foundational and practical - Individual and small group verbal and written exercises; questioning and answering sessions; learner to discuss and explain aspects of spreadsheets included in this programme; skills practices; demonstrations; examples; **Summative** - reflexive: Individual written exercises; job-related assignments; skills practices and job applications

Alignment matrix 116943 - Details of specific outcome and assessment criteria	Page in learner study guide	Formative assessment	Summative assessment
SPECIFIC OUTCOME 1 - Create and edit a graph. OUTCOME RANGE - Graph refers to all types of graphs and/or charts.	As per table of contents		
1. The major graph types are defined in terms of their purpose. RANGE - At least 3 of: Pie, Bar, Column, Line, Scatter, Area.			
2. A graph is created from a given data source. RANGE - At least 2 of: Pie, Bar, Column, Line, Scatter, Area.			
3. A graph is edited. RANGE - At least 3 of: Graph title, axis titles, data labels, background colour, line or bar colour.			
4. The graph type is changed.			
5. A graph is copied and moved based on given specifications. RANGE - Within a worksheet, to a different worksheet, to a different spreadsheet file.			
6. A graph is resized.			
7. A graph is deleted from a spreadsheet.			
SPECIFIC OUTCOME 2 - Load data from an external data source to produce a given spreadsheet result.			

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1. The external data file is checked to ensure that the input into a spreadsheet will achieve the required results.			
2. The format of the input file is determined to ensure correct input into a spreadsheet. RANGE - Tables from another source.			
3. The data is copied into the spreadsheet.			
4. The resulting spreadsheet is in accordance with the given spreadsheet result.			
SPECIFIC OUTCOME 3 - Insert and edit objects into a spreadsheet. OUTCOME RANGE - Any 2 of the following objects: pictures, images, charts, autoshapes.			
1. An object is inserted into a spreadsheet. RANGE - At least 2 of the following: picture, image, chart, autoshape.			
2. A selected object is manipulated in a spreadsheet. RANGE - At least 2 of the following: move, copy, resize.			
3. Use a drawing tool to draw an object in the spreadsheet.			
Unit standard essential embedded knowledge	--------------	--------------	--------------
• Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.			
• Performance of all elements complies with the laws of the country operating, especially with regard to copyright, privacy, health and safety, and consumer rights.			
• All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.			
• Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).			
Critical Cross-field Outcomes (CCFO):	--------------	--------------	--------------
IDENTIFYING - Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by using a spreadsheet application to perform calculations.			

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ORGANISING - Organise and manage oneself and one`s activities responsibly and effectively by using a spreadsheet application to organize information into rows and columns for a specific purpose.			
COLLECTING - Collect, analyse, organise, and critically evaluate information by using a spreadsheet application to organize and perform calculations.			
COMMUNICATING - Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a spreadsheet application to organize information into rows and columns for a specific purpose to each communication.			
SCIENCE - Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a spreadsheet application effectively.			
DEMONSTRATING - Demonstrate an understanding of the world as a set of related systems by understanding the application of formats, effects and graphics in documents.			

Breakdown of notional hours

Learning unit	Contact session 30%		Experiential learning and assessments 70%			Total
	Theory	**Practical**	**Job-related exercises**	**Assessment preparation**	**Assessments**	
Learning unit	Hours	Hours	Hours	Hours	Hours	Hours
1	3	3	4	2	3	15
2	3	3	4	2	3	15
Totals	**6**	**6**	**8**	**4**	**6**	**30**

Alignment matrix version 1; Revision date December 2012