

Unit Title: Spreadsheet Software
Unit Level: Three
Unit Credit Value: 6
GLH: 45
AIM Awards Unit Code: CP3/L3/EA/002
Unique Reference Number: J/502/4626

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Use a spreadsheet to enter, edit and organise numerical and other data	1.1. Identify what numerical and other information is needed in the spreadsheet and how it should be structured 1.2. Enter and edit numerical and other data accurately 1.3. Combine and link data from different sources 1.4. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available
2. Select and use appropriate formulas and data analysis tools and techniques to meet requirements	2.1. Explain what methods can be used to summarise, analyse and interpret spreadsheet data and when to use them 2.2. Select and use a wide range of appropriate functions and formulas to meet calculation requirements 2.3. Select and use a range of tools and techniques to analyse and interpret data to meet requirements 2.4. Select and use forecasting tools and techniques

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Use tools and techniques to present, and format and publish spreadsheet information	3.1. Explain how to present and format spreadsheet information effectively to meet needs 3.2. Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets effectively 3.3. Select and use appropriate tools and techniques to generate, develop and format charts and graphs 3.4. Select and use appropriate page layout to present, print and publish spreadsheet information 3.5. Explain how to find and sort out any errors in formulas 3.6. Check spreadsheet information meets needs, using IT tools and making corrections as necessary 3.7. Use auditing tools to identify and respond appropriately to any problems with spreadsheets

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached.
 Please refer to the AIM Awards Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study	O	Project	O
Written question & answer/test/exam	O	Role play/simulation	
Essay	O	Practical demonstration	P
Report	O	Group discussion	
Oral question and answer	O	Performance/exhibition	O
Written description	O	Production of artefact	
Reflective log/diary	O	Practice file	O

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Owner:	e-skills
Unit Grading Structure	PASS
Sector Subject Areas (SSA)	6.2 ICT for Users
Unit Review Date (dd/mm/yyyy)	30/04/2015
Availability for Use	Shared – open to all AOs to award credit
Restricted organisations	N/A
Assessment Guidance	N/A
Equivalences	N/A