

**COMHAIRLE NÁISIÚNTA NA
gCÁILÍOCHTAÍ GAIRMOIDEACHAIS**

**NATIONAL COUNCIL FOR
VOCATIONAL AWARDS**



Draft Module Descriptor

Word Processing (1)

Level 2 B20032

September 1995

1	Title	Word Processing (1)
2	Code	B20032
3	Level	2
4	Value	1
5	Purpose	<p>This module has been designed to develop the word processing skills which will facilitate the production of documents to mailable standard. It is designed to provide extensive practical experience in the use of word processing software and an understanding of the computer and its environment.</p> <p>This is one of the mandatory vocational modules for the National Vocational Certificate Business Studies – Secretarial Level 2, and National Vocational Certificate Business Studies – Bilingual Secretarial Level 2 Awards. It is included on the list of elective vocational modules for a broad range of Level 2 awards.</p> <p>This module provides the basis for progression to Word Processing - Advanced.</p>
6	Preferred Entry Level	Leaving Certificate, National Vocational Certificate Level 1 or equivalent.
7	Special Requirements	<p>For certification purposes leading to an award, this module cannot be combined with the following module:</p> <p style="text-align: center;">Word Processing - Advanced (B20101)</p>

8 General Aims

This module aims to enable the learner to:

- 8.1** gain an introduction to computer hardware and software
- 8.2** acquire the required underpinning knowledge to enable the utilisation and understanding of common computer applications
- 8.3** key in, edit, format, enhance and print out text
- 8.4** produce attractively displayed documents to mailable standard
- 8.5** develop good organisational skills, good work habits and an appreciation of the importance of efficient use of the machine and materials
- 8.6** demonstrate personal initiative and resourcefulness in responding to word processing assignments.

9 Units

- Unit 1** **Introduction to the Computer and its Environment**
- Unit 2** **Introduction to Word Processing**
- Unit 3** **Additional Word Processing Techniques and Principles**

10 Specific Learning Outcomes

- Unit 1** **Introduction to the Computer and its Environment**

The learner should be able to:

- 10.1.1** identify the component parts of a computer
- 10.1.2** distinguish between different types of computer
- 10.1.3** distinguish between RAM and ROM
- 10.1.4** understand the purpose of backing store
- 10.1.5** understand the function of common input and output devices
- 10.1.6** understand storage capacity
- 10.1.7** differentiate between binary and decimal systems
- 10.1.8** outline how data is represented in a computer (e.g. ASCII)

- 10.1.9** explain the relationship between bit, byte, record and file
- 10.1.10** distinguish between hardware and software
- 10.1.11** distinguish between systems software and application software and the various elements of software of which they are composed (e.g. operating systems, language translators, DBMS, application programs and packages)
- 10.1.12** demonstrate the ability to carry out housekeeping functions (e.g. disk formatting, file copying, deleting, renaming, moving, locating files in sub directories/folders)
- 10.1.13** understand the ability of computers to communicate with one another
- 10.1.14** recognise and avoid potential dangers to health and safety
- 10.1.15** describe the main points of the current Data Protection Act.

Unit 2 Introduction to Word Processing

The learner should be able to:

- 10.2.1** identify applications where word processing is advantageous
- 10.2.2** access a word processing system/package
- 10.2.3** key in text
- 10.2.4** edit text by inserting/deleting characters, words, sentences and paragraphs
- 10.2.5** load an existing file
- 10.2.6** recognise and respond to common proof-reading signs
- 10.2.7** format text:
- join and split paragraphs
 - set and vary line spacing within the document
 - indent the first line of a paragraph
 - justify and unjustify text
 - centre text
- 10.2.8** enhance text:
- bold
 - underline
 - italicize
- 10.2.9** move, copy and delete blocks of text

- 10.2.10** search and replace words or phrases
- 10.2.11** save files within the system
- 10.2.12** print documents
- 10.2.16** exit from the word processing system through use of proper procedures.

Unit 3 Additional Word Processing Techniques and Principles

The learner should be able to:

- 10.3.1** set margins taking into account common paper sizes e.g. A4, A5 and computer paper
- 10.3.2** set page length taking into account common paper sizes e.g. A4, A5 and computer paper
- 10.3.3** indent text:
 - a paragraph
 - both margins
 - hanging indent/paragraph
- 10.3.4** set, move and clear tabs
- 10.3.5** use decimal, centre and right aligned tabs as appropriate
- 10.3.6** save blocks of text
- 10.3.7** allow sufficient space on a page for headers and footers
- 10.3.8** place text into header and footer space
- 10.3.9** generate a page break
- 10.3.10** distinguish between a hard and soft page break
- 10.3.11** copy and/or rename a file
- 10.3.12** recover a backup file
- 10.3.13** proof-read and correct on screen
- 10.3.14** print documents or parts of documents
- 10.3.15** print documents with page numbers

10.3.16	format documents according to an appropriate business style
10.3.17	layout a document from a set of instructions
10.3.18	explain the terms: WYSIWYG, word wraparound, status line, serif and sans serif, ruler line, font, scroll, cursor, superscript, subscript
10.3.19	differentiate between impact and non impact printers
10.3.20	describe the relative advantages and disadvantages of daisywheel, dot matrix, ink jet and laser printers
10.3.21	create a standard document and insert variables as appropriate (on-screen merge)
10.3.22	create a document from standard stored paragraphs
10.3.23	print documents using different pitch sizes
10.3.24	use the spellcheck facility
10.3.25	hyphenate as appropriate
10.3.26	insert protected spaces as appropriate
10.3.27	use their own initiative to layout a document from a given piece of text.

11 Assessment

Summary	Practical Skills Test 0% Practical Examination 80% Written Examination 20%
11.1 Technique	Practical Skills Test (Computer Housekeeping Skills) Before a candidate can present for examination the teacher must verify that s/he can carry out the basic Computer Housekeeping Functions using the operating system.
Mode	Centre-based.
Weighting	0% Meeting the performance criteria is a pre-requisite to sitting the examination.
11.2 Technique	Practical Examination

Mode	Centrally devised by the NCVA. Candidates' work will be marked locally with external moderation by the NCVA.
Weighting	80%
Duration	2 hours (excluding printing time)
Format	3 Practical Assignments
	These assignments are designed to assess the broad range of word processing skills (i.e. entering, editing, formatting and enhancing text). In addition, specific assignments are designed to assess the following learning outcomes:

Assignment

- 1** - manipulation of text
 - making amendments to text
 - proof-reading
 - correcting text
- 2** - use of initiative in creation and layout of document from information supplied (e.g. menu, advertisement, booking form)
- 3** - creation of document/s using on-screen merge or standard stored paragraphs.

11.3 Technique

Written Examination

Mode	Centrally devised by the NCVA. Candidates' work will be marked locally with external moderation by the NCVA.
Weighting	20%
Duration	1 hour
Format	12 short answer questions. Candidates to answer 10. All questions carry equal marks.

12 Performance Criteria

12.1 Practical Skills Test (Computer Housekeeping Skills)

The performance criteria are detailed in the accompanying Class Marking Sheet B20032/MS1.

12.2 Practical Examination

Finished work should meet the following performance criteria:

- presented to a mailable standard
- displayed attractively
- in accordance with instructions given
- presented in an accepted business style, used consistently throughout.

Failure to meet these criteria will incur deductions according to the General Marking Scheme

12.2.1 General Marking Scheme

Error	Deduction
Corrections badly made	1-3 each instance
Failure to follow instructions	1-3 each instance
Failure to collate work	2
Failure to make	
• <i>a new sentence</i>	1
• <i>a new paragraph</i>	1
Inconsistency	
• <i>Blocked/centred style</i>	1
• <i>Line spacing</i>	1
• <i>Paragraphing</i>	1
• <i>Punctuation</i>	1
• <i>Words/figures</i>	1
Line spacing	
• <i>Before and after headings</i>	1
• <i>Between paragraphs</i>	1
• <i>Before footnotes /endnotes</i>	1
Misplacement of footnote/endnote symbol	
• <i>In the body</i>	1
• <i>In the footnote /endnote</i>	1
Misuse of	

•	<i>Initial capitals</i>	½
•	<i>Hyphen/dash</i>	1
Omission of date/reference		2
•	<i>Wrong date /reference</i>	1
Omission of		
•	<i>Attention/Subject Line</i>	1
•	<i>Continuation heading</i>	2
•	<i>Enclosure</i>	1
•	<i>Space between words</i>	½
•	<i>Special heading</i>	1
•	<i>Full column in tab</i>	3
•	<i>Line/lines (omit text)</i>	1-3 each instance
Overtyping		2 each instance
•	<i>Line overtyped</i>	2
Punctuation		½
Tab		
•	<i>Failure to make tab</i>	2
•	<i>Poorly ruled tab</i>	1
Text		
•	<i>repeated</i>	1-3 each instance
•	<i>poorly aligned</i>	½- 3 each instance
Use of		
•	<i>capital I for one</i>	1
•	<i>O for 0 (zero)</i>	1
•	<i>incorrect stationery</i>	1
Word		
•	<i>misspelt</i>	1
•	<i>mistyped</i>	1
•	<i>same error repeated</i>	1
		(once throughout Q)
•	<i>two errors within a word</i>	1
•	<i>inserted</i>	1 each word
•	<i>omitted</i>	1 each word

Note: For incomplete questions, marks will be allotted to the question on a pro rata basis. Deductions will then be made in accordance with the General Marking Scheme.

12.3 Written Examination

A detailed marking scheme will be devised for the examination by NCVA.

13 Grading

Pass	50 - 64%
Merit	65 - 79%
Distinction	80 - 100%

Speed and Accuracy Test (Optional for all levels)

A separate Speed and Accuracy Test will be made available to candidates for NCVA Word Processing Examinations.

Candidates will be required to type from straight copy.

99% accuracy will be required.

Candidates will be assessed on the basis of all completed work, which must be presented within 99% accuracy (e.g. not more than 3 errors at 30 words per minute). Error deductions are made in accordance with the General Marking Scheme.

Speed and Accuracy Certificates will be issued to candidates who meet the required level of accuracy, indicating the speed attained.

This test should be taken by candidates on the same date as the Word Processing Examination.

Certificates will only be issued to candidates who gain a speed in excess of 20 w.p.m. at any level.

School/Centre: _____ **Roll No:** _____ **Date:** _____

[illegible]

External Examiner's Signature: _____ **Date:** _____

NCVA Module Results Summary Sheet									
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Module: Word Processing (1)

Module Code: B20032[illegible]

Signed:

Teacher/Tutor: _____ **Date:** _____

This sheet is for teachers/tutors to record the overall marks of individual candidates. It should be retained in the centre. The marks awarded should be transferred to the official NCVA Module Results Sheet issued to centres before the visit of the external examiner.

Grade*

D: 80 - 100%

M: 65 - 79%

P: 50 - 64%

U: 0 - 49%

W: candidates entered who did not present for assessment