



Australian Government

Department of Education, Employment and Workplace Relations

ICAICT207A Integrate commercial computing packages

Release: 1

ICAICT207A Integrate commercial computing packages

Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manipulate, convert and integrate data between two or more different commercial software applications.

Application of the Unit

This unit applies to information and communications technology (ICT) personnel who need to combine several different software applications to produce an integrated document within a small office or larger similar environment. The integration of software packages and their presentation are key components of any ICT business or office environment.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Determine work requirements	1.1 Identify the task requirement 1.2 Select appropriate <i>software</i> and file formats to perform required work 1.3 Obtain organisational documentation, such as procedures, manuals and guides and use when appropriate
2. Integrate data across different software application packages	2.1 Create a mailing list using a database, spreadsheet or address book, and merge mailing list with another document 2.2 Use <i>software application package</i> conversion tool to convert data from one <i>format</i> to another to enable additional work on the converted data 2.3 Save data to a new file format 2.4 Import <i>objects</i> from another software application package and modify as required to produce a required outcome 2.5 Export data to another <i>software application package</i> to produce a required outcome 2.6 Create a link between one <i>software application package</i> and another, and use this to update information to a document
3. Save and retrieve data with the aid of help functions	3.1 Save data to <i>disk</i> 3.2 Convert data to a new file <i>format</i> 3.3 Re-access data and check information 3.4 Access user help documentation or other resources for basic difficulties with <i>software application package</i>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - communicate with peers and supervisors
 - seek assistance and expert advice
- literacy skills to:
 - interpret user manuals and help functions
 - read and write basic workplace documents
- OHS awareness skills:
 - desktop layout
 - keyboard techniques
 - monitor and chair positioning
 - mouse usage
- problem-solving skills to address application management and help function usage issues when using applications
- technical skills to:
 - operate a personal computer (PC) and printer
 - use commercial computing packages
 - use a keyboard to enter text and numerical data
 - link documents.

Required knowledge

- current business practices related to preparing reports
- features and functions of commercial computing packages
- import and export software functions
- processes for linking documents
- OHS principles and responsibilities for ergonomics
- software packages used by the organisation
- strategies for integrating commercial computing packages
- use of input and output devices.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • select appropriate software and file formats • create mailing list and merge with another document • manipulate, convert and integrate data between commercial application software following organisational procedures.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • use of PC and printer • use of software currently used in industry • documents detailing organisational style guide and policy • documents or information containing data suitable for use with multiple computing packages • appropriate learning and assessment support when required. <p>Where applicable, physical resources should include equipment modified for people with special needs.</p>
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • verbal or written questioning to assess candidate's knowledge of required software applications • direct observation of candidate converting and integrating data between commercial software applications • review of data or documents prepared by candidate demonstrating a wide range of features from integrated packages.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate.</p> <p>Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed.</p> <p>Indigenous people and other people from a non-English speaking background may need additional support.</p>

	In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.
--	---

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Software</i> may include:	<ul style="list-style-type: none"> • commercial software applications • organisation-specific software.
<i>Software application package</i> may include:	<ul style="list-style-type: none"> • database • email • graphics • spreadsheet • Word.
<i>Format</i> may include:	<ul style="list-style-type: none"> • saving the document as another type of document, such as: <ul style="list-style-type: none"> • comma separated values • HTML • text • XML.
<i>Objects</i> may include:	<ul style="list-style-type: none"> • graphics • other documents • pictures • sound.
<i>Disk</i> may include:	<ul style="list-style-type: none"> • CD, DVD or blu-ray • storage devices: <ul style="list-style-type: none"> • external, such as universal serial bus (USB) flash drive • internal.

Unit Sector(s)

General ICT