

Domain	OFFICE ADMINISTRATION	Unit ID: 119
Title:	Produce a basic document in a desktop publishing application as part of office procedures	
Level: 3		Credits: 6

Purpose

This unit standard specifies the competencies required to perform basic desktop publishing as part of office procedures. It includes producing a single sheet in desktop publishing, formatting the document and producing a hard copy. It is intended for people who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of producing two documents in desktop publishing, including formatting and printing of the document.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
4. Office equipment may include, but are not limited to computer, external devices, storage devices and relevant software application.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Produce a single sheet in desktop publishing

Range

Text may include but not limited to headings, positioning and alignment.

Graphics may include but not limited to size, position and alignment.

Performance Criteria

- 1.1 Desktop publishing application is accessed.
- 1.2 Page setup is determined and inserted.
- 1.3 Prepared text and graphics are imported.

Element 2: Format the document

Range

Formatting may include point size, font, serif and/or san serif, rule, bold, italics, base line and leading, headers and footers.

Display facilities may include boxes, borders, shading, spacing and alignment.

Performance Criteria

- 2.1 Document is formatted.
- 2.2 Display facilities are used.
- 2.3 Text and layout is changed by using typefaces.
- 2.4 Document is saved.

Element 3: Produce a hard copy

Performance Criteria

- 3.1 Basic printing and troubleshooting procedures are applied.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority