

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: SF400 SOFTWARE FUNDAMENTALS

AIM OF MODULE:	To provide students with knowledge and skills in the use of the range of software typically available in an ICT environment.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2004
PRESCRIPTION EXPIRY DATE:	Nov 2011
NOTE:	Assessed topics from other modules or courses, covering the same content at the appropriate level, may be credited towards this module.

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Computer Overview		*			10
2. Operating Systems			*		20
3. Word Processing			*		15
4. Spreadsheets			*		15
5. Databases			*		15
6. Other Packages			*		25
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LEARNING OUTCOMES

The student will:

- | | | |
|---|---|---|
| C | 1 | Explain the purpose of operating system and how it interrelates with the hardware. |
| A | 2 | Identify the differences between single-user and multi-user operating systems and apply the commands of a typical single-user operating system to perform typical computer system management tasks. |
| A | 3 | Use a range of features of a topical word processor package to solve appropriate problems. |
| A | 4 | Use a range of features of a topical spreadsheet package to solve appropriate problems. |
| A | 5 | Demonstrate the application of sound database practices in a selected software package, or selected packages. |
| A | 6 | Use the features of at least two other types of topical software packages, including a small business accounting package, such as Quicken, to solve appropriate problems. |

CONTENT

1 Computer Overview

An explanation of the purpose of operating systems will include:

- The relationship between the hardware components and the operating system software
- The interactions between these components

2 Operating Systems

- The differences between single-user and multi-user operating systems will be identified
- Single-user operating system commands will be used to perform a range of typical computer system management tasks.

3 Word Processing

- A range of features of a topical word processor package will be used to solve appropriate problems.

4 Spreadsheet

- A range of features of a topical spreadsheet package will be used to solve appropriate problems.

5 Databases

- Sound database practices (flat file or 1 table only), in a selected software package, or selected packages, will be demonstrated.

6 Other Packages

- The features of at least two other types of topical software packages, including a small business accounting package, such as Quicken, will be used to solve appropriate problems.

LEARNING RESOURCES

Suggested textbooks:

- Shelly, G. B., Cashman T. J. (2003), Discovering Computers 2003 Course Technology: Thomson Learning