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

PRESCRIPTION: SP510 SOFTWARE PACKAGES

AIM OF MODULE:	To provide students with an extension of the skills and knowledge of software packages obtained in SP500 Software Applications.
CREDITS:	7
KNOWLEDGE ASSUMED FROM:	SP500 Software Applications. This module may be taught in conjunction with SP500.
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Nov 2004
PRESCRIPTION EXPIRY DATE:	Nov 2011

Level and Assessment Schedule

TOPICS	R	C	A	P	Suggested Assessment Percentage
1. Word Processing			*		20
2. Spreadsheet			*		20
3. File Management			*		20
4. Accounting			*		25
5. Another Package Type			*		15
					100

LEARNING OUTCOMES:

The student will:

A   1   Apply advanced features of a word processing application to produce a business solution.

A   2   Apply advanced features of a spreadsheet application to produce a business solution.

A   3   Apply advanced features of a file management application to produce a business solution.

A   4   Apply advanced features of an integrated accounting package to application to produce a business solution.

A   5   Apply advanced features of a software application of a type not otherwise used in this module to produce a business solution.

CONTENT

1   WORD PROCESSING

A   By practical exercises involving the creation of appropriate documents, apply the following advanced features of the word processing application:

-   Document summary sheets
-   Headers, footers and end notes
-   Widow and orphan control
-   Spelling dictionaries
-   Printing options such as Print preview
-   Multiple copies
-   Changing printer types
-   Calculations, including all available options
-   Merge printing
-   Creation of simple forms

2   SPREADSHEET

By practical exercises involving the creation of appropriate spread-sheets, apply the following advanced features of the spreadsheet application:

-   Data manipulation including:
  -   Sorting
  -   Querying
  -   Extraction or selection
  -   Graphs
  -   Combining spreadsheets

- Three dimensional spreadsheets
- A significant selection of in-built functions
- Macros, including logic structures

3   FILE MANAGEMENT

Demonstrate the use of a large sub-set of commands in the selected software application.

Using the advanced facilities of the software application, design and write a small program to carry out a data processing task.

4   ACCOUNTING

Use Debtors, Creditors, General Ledger and Stock modules (including integrated facilities) of an accounting application.

5   A New Application

By practical exercises involving the creation of appropriate documents, demonstrate a range of standard and advanced features of a software application package that is new to the student (s).

NOTE: SELECTION OF PACKAGES

➢   This module requires the use of software applications that are in current use in business situations. As the popularity of various packages waxes and wanes, so may the selection of applications for use on this course vary from time to time. The applications selected will have most or all of the features described above. Note that this module is intended to be part of a progression of modules using a common set of applications to gradually increase the expertise of the student in the use of the selected applications.