

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

**PRESCRIPTION: SP520 SOFTWARE PACKAGES (ALTERNATIVE)**

AIM OF MODULE:	The student will acquire skills and knowledge to apply a set of software packages to tasks of an intermediate level of difficulty.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	Nov 2011

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Word Processing			*		20
2. Spreadsheets			*		20
3. Accounting Packages			*		20
4. Other Packages			*		40
					<hr/> 100 <hr/>

## **LEARNING OUTCOMES:**

The student will:

- |   |   |  |
|---|---|--|
| A | 1 | Apply a word processing package to solve problems of an intermediate level of difficulty.        |
| A | 2 | Apply a spreadsheet package to solve problems of an intermediate level of difficulty.            |
| A | 3 | Apply an integrated accounting package to solve problems of an intermediate level of difficulty. |
| A | 4 | Apply a software package of a type not used in this module to a typical business problem.        |

## **CONTENT**

*This module is intended to introduce the student to a set of packages which are of the same general types as in the Software Applications module. The material covered will be similar therefore, but should require less learning time as the student is already familiar with the principles of the package types.*

### **1 WORD PROCESSING**

- Use of formatted and ASCII files
- Printing
- Pagination
- Page Formatting
- Tabulation
- Editing Features
- Copying Text
- Deleting Text
- Inserting Text

### **2 SPREADSHEETING**

- Data entry and editing
- Cell reproduction
- Relative and absolute addressing
- Titles lock
- Printing
- Graphs
- Cell formatting
- Functions including totalling, average

### **3 ACCOUNTING**

- Account maintenance
  - Debtors
  - Creditors
  - General Ledger
  - Stock
- Sales invoices
- Cash receipts
- Credits
- Journals
- Purchase invoices
- Cash payments
- Automatic payment
- General ledger journals

### **4 OTHER PACKAGES**

- Two other packages will be used:

Suggestions:

- Graphics package
- Desktop Publishing
- File management
- Office Automation