

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

**PRESCRIPTION: SP591 SOFTWARE - ACCOUNTING, FILE MANAGEMENT &  
OTHER**

AIM OF MODULE:	The student will acquire skills and knowledge in the use of file management & accounting software, and software of another type, to carry out tasks at an intermediate level of difficulty.
CREDITS:	7
KNOWLEDGE ASSUMED FROM:	SF400 Software Fundamentals or equivalent.
RESTRICTION:	Cannot be credited in addition to either SP500 or SP510
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	Nov 2011
NOTE:	This module draws together the accounting, file management and one extra type of software components of SP500 and SP510. The word processing and spreadsheet components of SP500 and SP510 are drawn together in SP590.

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Accounting			*		35
2. File Management			*		35
3. Other Package Type			*		30
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					100
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## **LEARNING OUTCOMES**

The student will:

- A     1     Apply an integrated accounting package to solve problems of an intermediate level of difficulty.
- A     2     Apply a file management package to solve problems of an intermediate level of difficulty.
- A     3     Apply a software package of a type not used in this module or SP190 to a typical business problem.

### **1     ACCOUNTING**

- A            Use Debtors, Creditors, General Ledger and Stock modules (including integrated facilities) of an accounting package.
  - Account maintenance
    - Debtors
    - Creditors
    - General Ledger
    - Stock
  - Sales invoices
  - Cash receipts
  - Credits
  - Journals
  - Purchase invoices
  - Cash payment
  - Automatic payment
  - General ledger journals

### **2     FILE MANAGEMENT**

- A            Use the selected package to:
  - Create files
  - Enter, alter and delete data
  - Sort data
  - Query data
  - Create reports
  - Modify structure of files

### **3 ANOTHER PACKAGE TYPE**

- A By practical exercises involving the creation of appropriate documents, demonstrate standard features of another package.

Suggestions:

- Graphics Package
- Desktop Publishing

### **NOTES**

#### **SELECTION OF PACKAGES**

- This module requires the use of software packages that are in current use in business situations. As the popularity of various packages waxes and wanes, so may the packages selected vary from time to time. However, it is expected that packages selected will have most or all of the features as described under content.
- This module is intended to be part of a progression of modules using a common set of packages to gradually increase the expertise of the student in the use of the selected packages.