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

PRESCRIPTION: SP592 SOFTWARE PACKAGES

AIM OF MODULE:	To enable the student to acquire skills and knowledge in the use of database management, presentation, personal information management software, and in transferring data between applications.
CREDITS:	7
ASSUMED KNOWLEDGE:	SF400 Software Fundamentals, or equivalent unit standards, experience etc
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2002
PRESCRIPTION EXPIRY DATE:	Nov 2011
	NOTE: This module draws together the file management software components of SP500 and SP510. As a result it can not be credited to a student along with SP500 or SP510.

Level and Assessment Schedule

	Highest Skill Level				Suggested Assessment Percentage
TOPICS	R	C	A	P	
1. Database Management			*		60
2. Presentation			*		25
3. Personal Information Manager			*		15
					100

LEARNING OUTCOMES

The student will:

A   1   Apply a Database Management package to solve problems of an intermediate level of difficulty.

A   2   Apply a Presentation package to solve problems of an intermediate level of difficulty.

A   3   Use an extensive list of features of a Personal Information Management package to solve problems.

CONTENT

1   DATABASE MANAGEMENT

- Use the selected package to:
    - Create a Database
    - Create, Edit tables:
        - Input Masks
        - Data Validation
    - Filter and Querying Tables
    - Forms
    - Create Reports and Mailing Labels
    - Enforce Referential Integrity
    - Field Concatenation
    - Calculated Fields
    - Update, Append, Delete, Queries
    - Query Parameter passing
    - Enhance Forms:
        - Sub-forms
        - Check, Option, and Combo Boxes
        - Macro Buttons
- Customise Reports –Sorting and Grouping data
- Importing data from other applications (eg spreadsheets)
- Exporting data to other applications (eg spreadsheets, word processing)
- Uploading static data to web site
- Switchboards or the equivalent

2. PRESENTATION

- Plan a presentation.
- View and edit a presentation.
- Edit the master slides for the presentation
    - Delete and move slides.
    - Run a slide show.
    - Add a slide footer.
    - Preview and print a presentation.
    - Change the presentation design.
    - Expand slides.
    - Modify attributes.
- Insert objects from other applications – embedded and linked
    - Insert Media Objects.
    - Create a chart
- Insert linked charts from a spreadsheet package
    - Add transition and build effects.
    - Control a slide show.
    - Create interactive navigation buttons.
    - Create an interactive presentation.

3. PERSONAL INFORMATION MANAGER (PIM)

- Manage personal and business information:
    - e-mail messages , *including attachments*
    - appointments
    - contacts
    - tasks
    - files
    - track activities

- Share information with a group by using:
    - e-mail
    - group scheduling
    - public folders

- Share information with other software programs.

- Browse and find application files from within the PIM.

- Connect to and share information across the World Wide Web.

NOTES:

SELECTION OF PACKAGES

This module requires the use of software packages which 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.