

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

PRESCRIPTION: SP500 SOFTWARE APPLICATIONS

AIM OF MODULE:	The student will acquire skills and knowledge in the use of software to carry out tasks at an intermediate level of difficulty.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Word Processing			*		25
2. Spreadsheets			*		25
3. Accounting Packages			*		25
4. Another Package Type			*		25
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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

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 ANOTHER PACKAGE TYPE

- Suggestions:
 - Graphics Package
 - Desktop Publishing
 - File Management