

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

PRESCRIPTION: SP610 INTEGRATED APPLICATIONS

AIM OF MODULE:	To provide students with skills and knowledge in the use of integrated applications to enable the creation of end-user applications.
CREDITS:	7
KNOWLEDGE ASSUMED FROM:	A range of modules such as SP500, SP510, SP590, SP591, SP592, and SP600.
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2000
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Use Integrated Applications			*		35
2. Select a Suitable Application				*	15
3. Identify & Document Inputs & Processes				*	15
4. Create an End-User Application			*		35
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LEARNING OUTCOMES

The student will:

- A 1 Demonstrate advanced skills in the use of at least two of the integrated applications that will enable end-user applications to be developed.
- P 2 Analyse a problem and choose, with justifiable reasons, which of the integrated applications are best suited to solving the problem.
- P 3 Identify and document the various inputs and processes needed to produce the outputs required to solve a set of related business problems.
- A 4 Create a user-friendly and well-documented end-user application based on the inputs, processes and outputs that have been identified.

CONTENT

1 USE INTEGRATED APPLICATIONS

The use of Integrated Applications will include the demonstration of skills required, but not limited to:

- Create menus, list boxes, combo boxes, command buttons, form fields.
- Integrate applications including DDE, ActiveX, OLE, Hyperlinking as appropriated for the integrated applications being used.
- Record macros and attach to objects such as command buttons.
- Create queries to import data from other applications and to modify/delete existing data.
- Create complex functions and formulae.
- Create customised user interfaces.
- Create on-line help.

Note that for the purposes of this module, the student does not need to demonstrate skills in the use of the programming language that supports the applications.

2 SELECT A SUITABLE APPLICATION

- Analyse a given problem and give justifiable reasons as to which application type is the most suitable.

- Explain the factors involved in determining what type of application is most suited for a particular task including, but not limited to:
 - database v. spreadsheet
 - database v. word processing mail merge
 - presentations package v. word processor
- Explain the factors involved in determining what combinations of applications to use for more complex tasks including, but not limited to:
 - mail merge using database data
 - databases with attached spreadsheet tables
 - graphing database data in a spreadsheet

3 IDENTIFY & DOCUMENT INPUTS & PROCESSES

- Identify and document the inputs and processes required to solve a given set of related business problems.

4 CREATE AN END-USER APPLICATION

- Create the end-user application using the inputs and processes identified, and with the applications identified.
- Create end-user documentation including start-up pages with hyperlinks, placeholder text, sticky notes etc.
- Create a document describing the inputs, outputs, processes and objects used.

NOTES

- It is intended that an integrated suite of applications that is in common use at the time is used for the purposes of this module - for example Microsoft Office, Lotus Smart Suite, Corel Office Suite.
- It is intended that outcomes 3 and 4 above are completed as a group assignment (2 or 3 to a group) to meet the aim of the applications being created, in a collaborative manner.
- It is intended that the applications developed in this module should not be solving real world problems, but should be in the nature of a case study that mirrors a real world problem.