
Prescription: 550 Business Computing

Core prescription

Level	5
Credit	20
Version	3
Aim	Students will discuss, evaluate and apply information technology to meet business requirements.
Prerequisites	nil
Recommended Prior Knowledge	Experience in using common office software and file management.

Assessment weightings

Learning outcomes	Assessment weighting %
1. Students will explain and evaluate components of an information system to meet business requirements.	10
2. Students will discuss and evaluate communication technologies to meet business requirements.	10
3. Students will discuss issues associated with computer use and recommend actions to minimise their impact.	10
4. Students will apply software tools and features to produce information for business purposes.	70
Total	100

All learning outcomes must be evidenced; a 10% aggregate variance is allowed.

Assessment notes

1. Assessment materials should reflect relevant and current legislation, standards, regulations and acknowledged good industry/business practices.
2. For learning outcome four, candidates must be assessed individually through practical application.

Learning outcome one

Students will explain and evaluate components of an information system to meet business requirements.

Key elements:

- a) Components:
- procedures
 - hardware
 - input and output devices
 - secondary storage
 - processing components
 - software
 - system
 - applications
 - people
 - data.

Learning outcome two

Students will discuss and evaluate communication technologies to meet business requirements.

Key elements:

- a) Communication and networking technology:
- devices
 - media
 - network planning and implementation.
- b) Internet, intranet and extranet technology:
- services and protocols
 - social networking
 - e-commerce.

Learning outcome three

Students will discuss issues associated with computer use and recommend actions to minimise their impact.

Key elements:

- a) Ethical and legal compliance requirements.
- b) Risk management:
- security
 - tools and procedures
 - disaster recovery planning.

Learning outcome four

Students will apply software tools and features to produce information for business purposes.

Key elements:

- a) Word processing:
 - mail merge
 - styles
 - table of contents
 - review and collaboration tools
 - tables
 - columns
 - fields
 - section breaks.
- b) Spreadsheet:
 - calculational formulae
 - function categories, at least three of the following categories:
 - logical (at least 2)
 - lookup
 - statistical (at least 3)
 - financial
 - date and associated formatting (at least 2)
 - graphs
 - cell references
 - absolute references
 - range or cell names
 - linked worksheets
 - data validation tools
 - data analysis tools two of the following:
 - goal seek
 - subtotal
 - what if analysis
 - any other data analysis tool.
- c) Database:
 - field data type and properties
 - table relationships
 - input forms design
 - queries, including criteria
 - reports, including grouping and summary options.
- d) Other features:
 - creation of templates
 - object linking and embedding
 - file conversions.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Introduced	1	2006	31 December 2014
Review	2	December 2012	30 June 2018
Revision	3	December 2016	31 December 2020

EXPIRING