The last date for assessment is 30 June 2018

Prescription: 650 Applied Computing

Elective prescription

Level	6
Credit	20
Version	2
Aim	Students will use advanced software features to develop computer based solutions for business problems, and improve productivity and efficiency.
Prerequisites	*550 Business Computing* or equivalent knowledge and skills

Assessment weightings

Learning outcomes	Assessment weighting %
1. Students will demonstrate proficiency in advanced use of a range of current business software applications.	30
2. Students will customise and integrate business software applications.	20
3. Students will solve business problems by identifying business requirements and designing and developing a solution using the appropriate software applications.	35
4. Students will identify, extract, process and format information to produce reports to aid in the decision making processes of an organisation.	15
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. The advanced features prescribed in learning outcome one may be demonstrated using the features applied in learning outcome four of prescription 550 *Business Computing*, for example the advanced use of styles.

Learning outcome one

Students will demonstrate proficiency in advanced use of a range of current business software applications.

Key elements:

a)   Software applications:

- spreadsheets, including at least four advanced features which may include:
  - pivot tables
  - creating and editing macros
  - form
  - creating or managing multiple scenarios.

- database management system, including at least four advanced features which may include:
  - multi-table queries
  - parameter queries
  - main menu interface
  - data security
  - creating and editing macros
  - data validation.

- word processing, including at least four advanced features which may include:
  - footnotes and endnotes
  - creating and editing macros
  - forms and templates
  - indexing.

- one other business application which may include:
  - business diagramming
  - project management
  - information management.

Learning outcome two

Students will customise and integrate business software applications.

Key elements:

a)   Customisation of user interface.

b)   Integration of multiple applications.

Learning outcome three

Students will solve business problems by identifying business requirements and designing and developing a solution using appropriate software applications.

Key elements:

a) Business requirement identification.

b) Software applications:
   - evaluation of features to meet business requirements
   - selection of appropriate application.

c) Design and development.

d) Testing and implementation.

e) User documentation for one major component of the developed application.

Learning outcome four

Students will identify, extract, process and format information to produce reports to aid in the decision making processes of an organisation.

Key elements:

a) At least two types of reports (for example, exception report, summarised report with group calculations, detailed report, graphical report) which:

   - include required data
   - meet decision making needs
   - are formatted for ease of interpretation
   - are flexible (ie easily modified and/or parameter driven).

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	N/A