
PRESCRIPTION: 550 BUSINESS COMPUTING

This prescription replaces *150 Computer Concepts*.

CORE PRESCRIPTION

LEVEL	5
CREDIT	20
VERSION	1
INTRODUCED	2006
AIM	Students will understand, discuss, evaluate and apply information technology to meet business requirements.
PREREQUISITES	Nil

ASSESSMENT WEIGHTINGS

Learning outcomes	Assessment weighting %
1. Students will explain and evaluate parts of an information system to meet business requirements.	8
2. Students will discuss and evaluate communication technologies to meet business requirements.	8
3. Students will discuss issues associated with computer use and recommend actions to minimise their impact.	14
4. Students will use software functions effectively to produce information to meet business requirements.	70
TOTAL	100

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

ASSESSMENT NOTE

1. Assessment materials should reflect relevant and current legislation, standards, regulations and acknowledged good industry/business practices.
2. Students are expected to demonstrate a high level of problem-solving skills in achieving learning outcome four.

LEARNING OUTCOME ONE

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

Key elements

- a) Components:
 - procedures
 - hardware
 - software
 - people
 - data.
- b) Secondary storage.
- c) Input and output devices.

LEARNING OUTCOME TWO

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

Key elements

- a) Communication channels, may include:
 - wireless
 - physical
 - bandwidth.
- b) Communication devices.
- c) Computer networks.
- d) Internet technology.

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) Security:
 - risks
 - tools and procedures for prevention.
- c) Health:
 - occupational health and safety
 - health and Safety in Employment Act 1992.

LEARNING OUTCOME FOUR

Students will use software functions effectively to produce information to meet business requirements.

Key elements

- a) Word processing functions:
 - mail merge
 - styles
 - table of contents
 - review tools
 - tables
 - fields
 - section breaks.

- b) Spreadsheet functions:
 - formulae
 - functions, three of the following:
 - logical
 - lookup
 - statistical
 - financial
 - date.
 - graphs
 - cell references, may include:
 - worksheet reference
 - absolute references
 - range names
 - data validation tools
 - data analysis tools.

- c) Database functions:
 - field structure
 - table relationship
 - input forms design
 - queries
 - reports.

- d) Other functions, three of the following:
 - email functions
 - templates
 - object linking and embedding
 - collaboration:
 - share file
 - track changes
 - file conversions
 - macros record and edit
 - toolbar modification
 - form elements:

- list boxes
 - text boxes
- modification using multimedia tools
- trouble shoot software problems:
 - help files
 - error messages
 - installation of software
- utilities may include:
 - virus scan
 - firewall software
 - file compression
 - backup
 - system maintenance.