

FOUNDATION COURSE

The entry requirements to the sLudeht Grade of the Institute of Data Processing Management have been Four rQ"Level\$ (with Gradg A, B, C or 1?6) of which one must be a humerate subject _ such as MAThematics and one must be English or a subject which damonstravas command of the English language.I '

These entry requirements are not going to be relaxed, _ But the IDPN has a LFoundation Course for which there are qql qntry requirements. This course is aimed at those whb; were unfortunate enough not to have achieved the. Grades above at 3 school; Experience shows that snah people often do_well later in ' .lifa if given an opportunity. The Foundation2 CoUrse prbvides ;entry_to the IDPM Diploma Course.

The Foundation Course is modular Each module is 'expected to g5:: 60 hours. A Foundation certificata is awarded to those who a in the Lsny subjects of the CorePw8yilabus _Ih ha" que L5; Pyllabus is as follows 2 xx,f _','Q 3. 'y 1 ,-2 - ;4 . LIIA;: V Z, , 2 . : I 4. j 1 " 1- 1 lV 2 '" "I'...;':Eb%yv

FOI COMMUNICATION SKILLS 1 F04 USE OF PACKAGES I

.Foz ARITHMETIC 1 _ _ . F05 BOOK-KEEPING

"K

E03 ICOMPUTING AWARENESS - . .MdyFoe IOFFICE PRACTICE 1P

Use of packagag requires a caholdane to demon\$trata bkoficiendyr" , 'in_ the use of a spreadsheet, a database and a word processing-1,1. i

package, 3 ' X j i:

a Those 9whof have been awardedga Foundation CertifiCan', 1 ,: 1 2: pass two additional modules, iie. -: _1 ,_NV-le. - fLPJLI MPH; - I , . , A . " . . ' i I. b V "V V ," . y '

F07 COMMUNICATIUN SKILLS II 1 'I' E08. ARITHMETIC II LWIAIwav '

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The syllabus for the 2DhM FOUndathP subjects are attached '1?,f"

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MODULE 1 Commuhibationhskills_1.1
_r..
REFERENCEN F001
. PREREQUISITES ' None
w fhllj;1 11111-. _ . -
xASSESSMENI' By a $ihgle 2 & _half (hour externally set
h" ' h h" ' " examination papar
-l'
,5AIMS V Upon completion the student will_be expected '
. . , . _ to:v . 1 .
1lw Understand how to gain access to information.
":21 Under$tahd the use of au_ral ahd oral skills ,in
basic businss dommunicatioh 'h i ,5
31, Understand the has Canentions 0%lvmriifan
Ehglsh ' . _' 4" ' . ' , '7:'
. 4. UnderStand'the role of Oral $kills ih discu$SION
I and presentation of information '
5. Understand the channels of communication within an
organisation, ,
'61 Have a basic understanding of the Various methods
of communication u$ed within organisationsl I
7. , Understand the -naed for .effeptivej interaction
' h between. people within ah organisation' and .the
outside worldT
', '
.OBJECTIVES ' Upon dompleiion the student should be able to:
111 U36 a library
1.2 Make nbteg from raferance material V wf7f
1,3 Interpret Charts graphs and other diagrams.
1.4 Identify key pointg from a written paasage. _
2,1 Listen and select appropriate information fof
action
Take a mesage and pass lt an in wrltten f0rm.;g
212
1 213 Stata tha prjnciples involved in the use of basic
oral skills On the telephone with 'colleagues and
with Clients 1 H' 11" "
$11 Lay out ah buainess letter' observing 'standard
.1 conventionsb . .
3.2 Write an assay using the appropriate structure.
3.3 Use correCi grammar, spelling and punctuation.
4,1 Formulate argu.ments for di$cussion. .
4,2 State t.he principles involved in fpnesanting
information orally.

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7.1

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Understand and draw a basic organisation chart"

Know the basic functions of departments found in organisations. J 7

Operate basic filing systems.

Be aware of the different methods of communication. 1

Know which method or methods to use in a given situation. , . ,

Demonstrate an ability to use the different methods of communication effectively.

'Demonstrate an awareness of the need for effective teamwork within an organisation. '

Understand the need for appropriate interaction with others

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MODULE

REFERENCE

PREREQUISITES

ASSESSMENT

AIMS

OBJECTIVES

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Arithmetic 1

F002

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By a single 2 & half hour externally set examination paper. '

'Upon completion the student will be expected to:

Demonstrate an understanding of the fundamental processes of arithmetic -

Demonstrate an understanding of basic algebraic notation and competence with elementary algebraic processes.

Apply fundamental arithmetic and algebraic processes to a range of business calculations.

Demonstrate an understanding of functional notation and use this in plotting and interpreting graphs of linear functions.

Demonstrate an understanding of matrices and perform elementary operations on them.

Upon completion the student should be able to:

Use the four rules of arithmetic (addition, subtraction, multiplication and division) in the context of signed integers. '

Apply the four rules of arithmetic to decimal fractions. . .

Convert between decimal and vulgar fractions.

Apply the four rules of arithmetic to vulgar fractions.

Appreciate that percentages are fractions and convert between percentages, fractions and decimals.

Express one quantity as a percentage of another and calculate percentages of given quantities.

Calculate percentage increase and decrease.

Perform calculations using ratios involving two or more quantities including their application to map scales.

perform calculations involving the use of indices.

Express two or more quantities in order of magnitude,

Use the rule of precedence to evaluate expressions involving the use of h , M , x , $/$, $,$, $()$ and indices.

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NOTE:

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Understand the terminology of variables and constants and the use of subscripted variables. Evaluate algebraic expressions for given values of the variables, applying the rules of precedence. Manipulate linear algebraic equations to make any given variable the subject.

Solve linear algebraic equations in a single variable. '

Solve literal problems which reduce to linear algebraic equations in a single variable"

Factorize algebraic expressions by extracting a single term.' ' i '1

Apply arithmetic and algebraic processes to profit/loss calculations. including 'percentage profit/lossx . I '

Perform calculations involving conversions between currencies, including Commission. 7

Perform calculations involving wages, piecework and rates of pay '

Perform calculations involving insurance including the use of simplified insurance tablesx

Perform calculations involving local taxation systems. W

Use functional notation to define linear functions of the form $f(x) = ax + b$ and calculate the image $f(x)$ for a variety of values of x .

Use rectangular cartesian coordinates to plot linear functions $y = mx + c$ of the form $y = mx + c$, cf $f(x)$ h
Against v "

Interpret the graphs of linear functions, with particular regard to slope and intercepts.

.Apply the processes of translation and reflection. (in the cartesian axes or in lines parallel to them) to points, straight line segments and plane figures. ' '

Define first and two-dimensional matrices.

Add and subtract matrices as appropriate and carry out multiplication of a matrix by a scalar quantityx

Problems set will, wherever possible, be in a commercial or a computing context. '"

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MODULE . .' h hComputing Awareness

REFERENCE F003

PREREQUISITES None

ASSESSMENT By a single 2 & half externally set examination paper.

AIMS : . Upon completion the student may be expected to:

1. Understand the role of computer based technology in contemporary life.

2. Understand the basic principles of information processing in relation to the business environment,

3. Know the range and use of technology equipment used in information processing. '

OBJECTIVES . Upon completion the student should be able to:

1.1 Be aware of the variety of ways in which computer based technology is employed in everyday life; '

1.1.1 Computerised control system e.g. traffic lights, security system and central heating/air conditioning _ .,

1.1.2 CAD (Computer Aided Design) and CAM (Computer Assisted Manufacturing)

1.1.3 Graphics eng. fashion/textiles design and computer animation, "

1.1.4 Computerised Information Systems 8.9.

teletext and viewdata, electronic mail, interactive, video and satellite forecasting. h

1.1.5 Consumer use e.g. remote banking, home shopping; ' holiday/theatre booking systems, and the use of computers in high street shops, .

1.1.6 Office Automation e.g. Word Processing, Desktop Publishing, Spreadsheets.

1.1.7 Home computing.

1.2 Be aware of how computer-based technology is changing the pattern of life in the twentieth century. '

1.2.1 Know the historical relationship between the development of electronic information processing and the increase in complexity of commercial organisations.

1.2.2 Understand the implications of electronic information exchange. '

1.2.3 Be able to discuss the effect that the increasing use of computers/robots in business is having on changing patterns of employment and the increase of leisure. ' ' '

1.3, Be aware of the implications that the storage of files of information on computers holds for the possible abuse of personal privacy.

2.1. Define information.

2.1.1 Recognise that information is processed data. .

2.1.2 Recognise the necessity for operational and management information.

2.2 -Understand the principles of data collection.

2.2.1 Be able to distinguish between good and bad form design (to include screen design). 1 ,

2.2.2 Know when a survey or interview is appropriate. '

2.2.3 Be able to design a questionnaire.

2.3 Understand that it is often necessary to code data to make it more manageable.

2.4 - Know the main methods of control to detect errors during information processing, including the common techniques of validation and verification.

2.5 Be able to describe the main methods of file organisation. 1

2.5.1 Recognise characters, fields (alphabetic, numeric and alphanumeric), records and files. Explain the term key field.

2.5.2 Explain the relationship between master file and transaction file.

2.5.3 Distinguish between serial and random retrieval of information from files.-

Explain the relationship between methods of file organisations and storage.

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2.7

State what is meant by each of the following file processes and explain why each is necessary; sorting, updating, merging and Searching. Understand the concept of a database. Be aware of any databases available to the general public and their contents.

Understand that it controls for the security of data.

2.8.1 Understand that it is necessary to prevent loss of data.

2.8.1.1 Identify physical hazards which may cause loss of data stored on magnetic media.

2.8.1.2 Identify potential human causes of loss of data.

2.8.1.3 Describe methods of preventing loss of data: the grandparent/parent/child technique and file backups.

2.8.2 Understand that it is necessary to prevent unauthorised access to files:

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2.8.2.1 Know why it is necessary to prevent unauthorised access to files: maintenance of personal privacy and prevention of corruption of data.

2.8.2.2 Know methods of preventing unauthorised access to files: physical protection and use of passwords.

Define hardware.

3.1.1. Name the basic hardware units of a computer system and draw a diagram of the control and data links between them.

3.1.2 Describe the functions of the three main components of the CPU: ALU and control unit. Describe the functions of RAM and ROM.

3.1.5 Compare the characteristics and use of storage on magnetic disk with storage on magnetic tape. Compare types of magnetic disk with magnetic tape.

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3.f.4 Compare the characteristics and uses
.of the main input and output
peripherals and their media.
Distinguish between data cathke
methods of input and these requiring
_ data preparation. Vvi 'h
5.1.5 Describe the use of interface devicest
which enabLB computers to commuhfcatd.
3.2 Define Software.
3.2.1 Define algorithm and flowchart. Be
able to draw a simple flowchart
featuring an everyday process 8.9.
filling a bath with water.
3.2.2 Define computer program. Name the
common high level ' programming
languages and gtate their use".
3.2.3 Distinguish between hsystems and
application programs.
5.3 Distinguish between mainframmas, minicomputers, and
microcomputhrs._ _
5.4 Describe and cpmpare modes of computer operation: offh
line, onmline. batch and interactive. '
.5 Be aware of the applications of networks.
6 Know the main responsibilities of computer per\$onnel.

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MODULE
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.PREREQUISITES
ASSESSMENT
AIMS
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OBJECTIVES
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uCommunication Skills II-
F007
"Communication Skills 1 (F001), or equivalent
By a' single 2 and half externally set
examination paper
Upon completion the student will be expected
to:
Understand how to gain access to written and
graphic information and use it to present
reports.
Understand the use and application of aural and
oral skills in business communication.
Understand the conventions of written English- as
used within business organisations.
Have a awareness of the factors involved in the
understanding and presentation of views and
opinions.
Understand the role of, Communication: as it
relates to the operational aspects of an
organisation.
Have an awareness of the various methods of
communication and their appropriate functions
within organisations.
Understand the varying needs for information
within organisations and how to present this
appropriately
Understand the factors which may have an impact on
communication within groups.
Upon completion the student should be able to:
Use the facilities of a library to make a
reference search on a particular topic,
Make notes from reference material and write a
report containing specified information.
Produce charts, graphs and other diagrams from
given information.
Listen to information given orally and apply the
knowledge gained to a specified task
Take notes in an oral discussion.
State the points to remember when involved in a
face-to-face situation with colleagues and with
Clients. "
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operation within a group.

Write a simple business letter and an internal memorandum conveying specified information using the appropriate style and-format.

Write a simple report. observing the correct conventions, suitable for presentation to management. '

Write an essay using the appropriate structure. Identify and- communicate arguments in both written. and oral form. ' '

Identify the difference between fact and opinion. Understand the importance of non-verbal signals in communication.

. Understand the functional relationships found within an organisations.

Use Flow charts to demonstrate interdepartmental relationships. I '

Understand the role of paper-based communication within an organisation

r
Know the different methods of communication within an organisation and the criteria for their use.

Design a form suitable for standardisation 3.9. a memorandum, a telephone message form, a reception diary page.

Be aware of the different types of visual aid and visual display

Identify the various information needs of recipients ' .

Adapt the presentation of information according to the needs of the recipients.

Identify and demonstrate the skills required for effective teamwork

Identify the various roles that can operate within a group ,

gDemonstrate an awareness of the potential sources of conflict within a group .

Understand the importance of negotiation and co-

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-MODULE

REFERENCE

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ASSESSMENT

AIMS

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OBJECTIVES

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Arithmetic II

F008.

Arithmetic I (F002), or equivalent

By a single 2 and half hour externally get
axamination paper.

Upon completion the student will be expagted

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Apply fundamental pr0065\$ of arithmetic to
problems set in a cmmputing or a commercial
context. . ; '

Have a elementary understanding of number systems
other than denary

Demonstrate competenca in dealing with a range of
algebraic techniques 1

Demdnstrate the ability Eto handle graphs of
quadratic and other related functions.

ngonstrate an understanding of elementary
\$tatistics. h

Demonstrate an uhdehstanding bf tsets. and of
eleMentary operations upon them, ' '

Upon completion the student should be able to:0

Understand the terma Principal,-Rata wand Amohnt
and' be able to calculate simple interest and
lapply this to inverse problems involving simple
interest

Calculate compound interest and to appreciate' the
diferencas between simple and comp-ound interest
Apply parcantagas to problemg involving discounts,
loans, hire purchase depreciation and other
commercial applications'

Apply the procesSeS of arithmetic to problems set
in a commercial or a computing context. '

Ensure that the Calculations defined above are
evaluated to an apprapriate order of magnitude,
and that the level of'accuracy is appropriate
invulving the use of significant figures-, decimal
places and other approximations

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Appreciate _the concept of place Ivalue and itg relationship with the base of the denary nUmber system, '

Extend the ideas of blaca value and base to the binary and the octal number systems"

.Convert between'bin; ,) natal and denary numbers in the context of positive ihtegral values"

Solve a pair of lineaar aimultaneous eqUations in two variables and shack the regultzw

3.1.1 By graphical means. . .

3dl.2 By use of matrix solution; requiring the use of the inverse of a 2 x 2 matrixt

3t1.5 By other algebraic maans.

Factorize algebraic eXpressions by extracting a. linear factor, including recognition and use of the difference of two squares and perfect squares. Solve quadratic equations exactly by the use of factors. ' '_ 't

Solve quadratic equations approximately by graphical means or by the use of formula.

Solve problems sat in a literal manner which can be reduced to qUadratic equations

Plot the graphs of quadratic functidns using tables bf values of f(x) against x; " '

Interpret tha graphs of quadratic'functions with partiCular regard to intercepts and gradients, including recognition of tufning values.

Plot and interpret the graphs of:h

4:5.1 The cubic function f(x) : ax³

1

4K3.2 The function f(x) 2 hhhhh (x "b/a)

" 3x t b

Apply the processes of. rotation (through) 90 degree, 180 degree or 560.degree) and enlargement to straight line segments or plane figures.

Understand the differehces between quantitative and' qualitative data and between discrete and continuous data

Construct a frequency distribution table from raw - data.

NOTE:

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Represent data by pictorial/graphical means using:
3 Bar Charts.

5.. 3 1

5. 3 2 Histograms.

5 3. 3 Pie charted

S. 3. 4 Pictograms.

Calculate summary measures of central tendency

Calculate a summary measure of spread the 'range,
for ungrouped data.

'Calculate the probability of a simple event by
consideration of the sample space of all possible
outcomes.

Understand the terminology of sets; in particular
Universal Set, element, subset, empty set and
complement '

)Represent sets and their interrelationships by the
use of Venn diagrams

Define the Union and the Intersection of two or
three sets"

Use the notation $n(A)$ for the number of elements
in set A and apply this notation in problems
concerning the Union or the Intersection of sets;
The examination will assess knowledge of the
syllabus of Arithmetic 1 (CF002) and may test such
knowledge either implicitly or explicitly.

MODULE
 REFERENCE
 assessment
 AIMS
 m-xx
 OBJECTIVESh
 H p
 .N P
 1.4
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 CJFrFrLICZEE F3FQFhC21'JZCZEE
 Office Practice
 F006
 PREREQUISITES None
 By a single 2 and half externally set
 examination paper.
 Upon completion the Student will be expected
 to: w '
 Be aware of the way in which an office may be
 organised and the place of the office within the
 structure of the company.
 Be aware of the services provided by an office and
 the duties undertaken by its Staff(_
 'Be aware of the varying forms of communication
 used in an office environment and between offices
 and individuals. I _
 Be aware of and be able to use a wide variety of
 information sources. . , '
 Appreciate the merits of different reprographic
 devices. , _ t V
 Be familiar with variety of office machines and
 accessories . t
 Be familiar with methods of storing information.
 Be aware of the importance of maintaining business
 records and the forms that these may take
 Upon completion the student should be able
 to: t
 Define the purpose of an office; h
 Define the main types of organisations, both
 public and private '
 Describe the work of staff, directors and
 managers, who run organisations.
 Define the obligations of an organisation to its
 customers, its suppliers and employees and to the
 community at large; "
 Describe the major departments which exist in most
 organisations (Personnel, Training, Legal,
 Accounts, Sales, Production, Marketing
 Distribution and Management Services)

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3.8

Appreciate the differences between centralised and decentralized services. t '

Be aware of the functions typically undertaken within an office, filing information, correspondence of information to others, data collection, recording information, processing data and handling moneyx

Be able to consider office layouts to suit differing purposes. , . h

Understand the qualities required and the duties carried out by the different staff in an office, copy and dictation, shorthand typist.

Secretaries, filing clerks, office juniors, cashier and office supervisor.

Be aware of the safeguards necessary to reduce accidents in the office and the steps to be taken when an accident DOES OCCUR

Be familiar with the external postal services, including being able to look up postal costs for letters, packets and parcels from a supplied sheet, . .

Be familiar with the major types of post, including the use of reply paid envelopes and the requirements of customs for overseas post.

Be familiar with franking machines and the means of dealing with incoming and outgoing post, both Internal and external. '

Be familiar with the commonly used forms of written communication in commercial work, including letters, memoranda, circulars, reports and summaries.

Be familiar with the forms of written communication relating to meetings, including agenda and minutes.

Be aware of the telephone services, including the switchboard, the urban telephone message pads. recording calls, dialing code lists, directories, . direct enquiries and other services available (9.9. weather, traffic information etc.) internal and external telephone systems, answering machines. V I.

Be familiar with methods for payment of telephone services, including transferred call charges, personal telephone calls; credit card service; charge cards, call logging.

Be aware of the telegraphic services including telex, facsimile transmission, international telegrams and teletext.

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directories and the use of reference eections
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media, notably newspaperst1
Be able to use the referehce sources to deal
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Be familiar wlth the advantagee and disadvantages
of varieoue form of reprographic device,
carbon, eeiritf ink and offset litho . .
'Be familiar with the use of facsimile reproduction.
including
Be familiar with the advantages and disadvantages
of the various f
devices.

orme of typewriter,
electric and electronic and of
Be familiar with the use of dictating machines.
Be familiar- with t
calculating machine
equipmehtg '

Be familiar with met
and of indexingtit.
he use' of
and other
hods for filing
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ancillary
ioue form
Be familiar with equipment used for filing
indexing records
Be familiar with mic
need for archiving.

Be aware of the nature ofta business
and of the etagee involved from enquiry,
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including ca
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invoicing.
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Be familiar with the documentation
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notes, statements,
Invoices,petty cash
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indexes and magnetic media for computer storage.
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e note, invoices. _
Be familiar with the documentatlon involved in the
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'Be able to maintain simple stock records.
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MODULE

REFERENCE

PREREQUISITE

ASSESSMENT

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OBJECTIVES

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Bookhkeeping

F005

None

By- a single ? and half haur externally set
examination paper,.

Upon completion \$tudents Should 308853 basic
undergtanding and practical skill\$ associated with
the following areas:

1._ Accchnting Dataf

2. Cash Control"

3. Stock.

4. Simple Final Accounts.

Upon completion stddents should be able t9:-

Identify the movement' of commercial documents

'batwean the parties involved in a credit sale or
credit purchase and present this in the form of a
flow chart.

Prepare:

1.2.1 Invoices to include trade di\$count and cash
discount, '

lh2(2 Credit NotasJ

1 2h3' Chaques,

Poat gales invoices and purchaga invoiceg to the
appropriate day books, make entrie\$ into the sales
ledgerj purchase ladgar and ganaral ledger, total
the day books and balance off tha ledgar accounts.

Pogt crhdit noteg t0 the apbropriata returns days
books, 'maka entrias in the appropriata sales
ledge? or purchase ledgar and general ledgerA

Prepare and balance a two column cash book!

Prepare and balance a three .column cash book
havihg calculated the cash discounts allowed and
cash di\$counts receivedh

2.3 Enter the cash discounts allowed and cash discounts received into the general ledger.

2.4 Prepare, understand and comment on simple bank reconciliation statements,

2.5 Make entries into the petty cash book.

2.6 Understand the imprest systems and how to restore to imprest.

3.1 Value stock using LIFO, FIFO and AVCO.

3.2 Complete stock ledger cards showing balances existing at the end of each transaction.

3.3 Prepare simple trading accounts illustrating the effect of different stock valuation methods on gross profit.

4.1 Calculate the markup.

4.2 Understand and calculate gross profit in the trading account.

4.3 Identify revenue expenses and charge these to the profit and loss account to calculate net profit.

4.4 Distinguish between assets, liabilities and apply the balancing equation to calculate capital.

4.5 Prepare very simple balance sheets.

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MODULE Use of Packages

REFERENCE t F004

_PREREQUISITESI ane

ASSESSMENT This module is assessed by the internal completion of a checklist defining the skills identified in the objectives which follow.

Candidate& will be Expected to be able to demonstrate- their mastery of these Skills to an external a\$5\$\$sort '

In order to achieve a pass grade the candidate will be expected to demonstrate competence in ALL the Laval 1 objectives. To achieve a merit grade the candidate will be expected to demonstrate competence in ALL the Level 1 objectiveg BUT ALSO to demonstrate competence in at least 50% of the level 2 objectives in each of Wordprocessing, Spreadsheets, and database sections.

OBJECTIVES yord-Qrocessing.Section; Lgyel 1 objectives, Ubon completion the student should be able to:-

w.1 1 Prepare a wordhprocassing system for use.

w.1.2 Recognise and regpmhd ta simple error message and prompts.

w.1.5 Insert paper into a tractor of frictiontfed printer . ready for uset

w.1.4 Use the appropriate commands to start a new . document ready fOr text to be entered.

'w.1,5 Use the cursor control keys to mova'up, down, left and right in the taxt.

W.1.6 Use the appropriata keys to scroll text l horizontally and vertically to see the entire documant.

w.1.7 lProoftread a document on the screen and edit it by insarting and deleting characters, words and lines using the appropriate commands provided.

w.ln8 Prooftread a document on the screen and edit it by overwriting Characters, words and lines as required,

w.1,9 Use all the keys and combinations of keys on a QWERTY keyboard as required.

w 1.10 Identify the advantages and limitations of wordhprocessing.

w.1.11 Identify applications which are appropriate to the use of wordhprocesgors, e.g. mailshots, standard letters, contracts, report, etc.

w.1.12 Save a docUment to an appropriate storage medium.

w.1.13v , Reload a stored document.

.W.1.14 Produce a print copy of the doCument

w 1.15 '-Enter text and descr1be the importance of the word wraparound and page break/page wraparound screen.

aid\$. ' /

uggg; rogggmimgjggjgpn- 'eve ob'ect ves.

w.2.1 Save a corraected version of a previdusly saved documant. . .

W.2.2 Explain tha screen layout including' status and ruler linas. V 6

w.2.3 . State program defaults or the appropriate use of commands to establish left and right margins, justification, lihe spa6ing and page length.

N.2.4 Edit6it62t by' creatihg a new 6aragra6h with a different layout .

. w.2.5 Edit text by merging two paragraphs into ode as 1 raquired.

1 w.2.6 Edit the complete text by using the search .and 3 _ replace command to find and replace a selected . word with an aiternative ward.

W12.7 Create file names according to some predetermined ' "hstandard. , .

w.2.8 . Use'tha appropriat6 Commands to call up Itha disk directory. ' i V 1 i

w.2.9 Make backup copies of important documents.

W.2.10 Merge two or more text documents to make one final , document. _ .

w.2.11 Explain 66351616 differences between the screen version of a document ahd'the final' hard'Copy; hence eXplain the advantages of WYSIWYG.

Sgreadsheet Sgggion;;Level 1 objectives._,

8.1.1 Define the terms "label". "numeric",_and "formula".

811.2 .Load a spreadSheet packag6. f

8.1.3 fSelect and load a Specific spreadsheet data file

3.1.4 "Access available commands. ' '

8.1.5 Clear the spreadsheet. , ,

8.1.6 Move the cursor tb'ah adjaCent 0811.,

8.1-7 Respond appropriate to program pr6mpts.

.S.1.8 Identify appropriate row and column titles.

8.1.9. Identify the cell type for a given cell.

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8.2.17

State the width of a specified column.
Amend the data format within a cell to display
hcash, format.
Amend the data format within a call to display
tintegert format. ' t
Replace existing data in a given cell.
Save an edited file unjer an existihg file name.
Save an edited file under a new file namaa
Enter the'cohtents gt a cell as a formUla to provide
for addition, lgubthaction, multiplication,
division, and percentaga.
U38 the summattimn function to add a group of cells
(column or rgw).
Print out the spreadsheet.
Move the cursor directly to a specified cell.
Sgreadsheet Section; LeVa;_g_objective_L
Explain the operation of a wihdow.
RB\$DOHd to error me\$\$age resulting from mistakes by
the user. . t
State the format specified tor a given cell.
Amend the data format within a cell to left or right
justify its contents. t ,
Amend the date fOrmat withih a Call to display
,real, formats to specified number of places.
Edit and correct errors with reference to hard-copy.
Copy one cell to another.
Replicate. a formula through' a 'ghoup -of cells
correctly. '
Change the.width of'a column.
Print a specified part of tha spreadsheet.
Cantrol the order of calculation by using brackets.
'Ihsert and dalate rows and columns into or from an
axisting spreadsheet. '
Use the AVERAGE function to calculate the average
value tpr sayaral adjacent cells.

Determine the formula to calculation- of "rows and columns of a spreadsheet. .

Identify the use of spreadsheets' for numerical analysis, financial and nonfinancial applications.

Explain how spreadsheets provide a useful analytical tool particularly for what if Situations.

Compare spreadsheets with manual systems with regard to. editing, recalculation, automatic calculation and speed of use.

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 (A O
 Qgtabase Sectign; Level 1 objectivgg.
 Explain the meaning of a ,data record,.
 h Explain the term tfieldt.
 Give examples of fixed and variable length records.
 Classify data as alphanumeric, alphabetic or numeric.
 Load a database application package.
 Load a specified database file for immediate access.
 Identify the field names of the racofds in a given
 database file. .
 Identify the data type and length of a given field.
 Add a'given rehord to an existing file.
 Dalete a given record from an existing file.
 Display and edit selected fields,
 Define a file as a \$at of record\$.
 Define the field name, data type, and length of any
 given field in a selected record froml a database
 file. '
 Database Section- ev b'e tiv 5.
 Explain the terms tfixedt and ivariable, length
 records. _
 Explain the terms gmenu drivanh and tcommand driven,
 software.
 Define a gingle condition Search for a numeric and
 for an alphanumeric field.
 Print a list of records matched by a single condition
 search.
 Describe how 'an ihdnx is used t0 assist record
 retrieval. t
 Explain that the maximum length of fields needs to be
 declared in order for memory to be keserved. '
 Define a sort crlteri on for a specified field.
 Sort the recordg on a specified field
 ,Print a smrte d list of all the records in the file.'
 Define a multiple cundition \$earch for a specified
 range of items
 Be able to generate a Data Dictionary.