

IT in Business — Advanced Spreadsheets

HIGHER NATIONAL DIPLOMA

信息技术：高级电子制表


【英】苏格兰学历管理委员会 (SQA)

Unit Student Guide

COMPUTING: Software Development

DE1V 35



 中国时代经济出版社


SCOTTISH
QUALIFICATIONS
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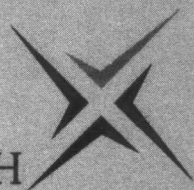
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1

Introduction to the Scottish Qualifications Authority

This Unit **DE1V 35 IT in Business – Advanced Spreadsheets** has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment and certification of qualifications other than degrees.

Its website can be viewed on: www.sqa.org.uk.

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out the assessment of people taking SQA qualifications

- quality-assure education and training establishments which offer SQA qualifications
- issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the three Outcomes that students must complete in order to achieve this Unit. The Specification also details the knowledge and/or skills required to achieve the Outcome or Outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each Outcome or Outcomes.

2

Introduction to the Unit

2.1

What is the Purpose of this Unit?

This Unit is about developing spreadsheet skills to be able to manage, analyse and forecast data. This Unit would be suitable for candidates wishing to be proficient in advanced spreadsheet features and techniques within a numeric working environment.

2.2

What are the Outcomes of this Unit?

There are three separate Outcomes. On completion of the Unit the candidate should be able to:

1. Use a wide range of data management features in a spreadsheet.
2. Use spreadsheet analysis tools.
3. Forecast statistical data using a spreadsheet application.

Further details can be found in Appendix – 1 Unit Specifications.

2.3

What Do I Need to be Able to do in Order to Achieve this Unit?

To be able to achieve this Unit you must familiarise yourself with a wide variety of data management features in Microsoft Office Excel, coupled with analysis tools and forecasting features.

2.4

Approximate Study Time for This Unit

The notional study time for this Unit is 40 hours but actual time allocated is at the discretion of the centre.

2.5

Equipment/ Material Required for this Unit

- PC
- Microsoft Word 2000
- the Internet
- Support files:

Advanced Computers.xls

Annual Profit.xls

Annual Sales Figures.xls

Attendance.xls

Bad Debts Control.xls

Bookings.xls

Careers Exhibition.txt

Company Bonuses.xls

Delivery Costs.xls

Distinctive Stationery Catalogue.xls
Employees.xls
Error.xls
Excel Advanced Course.xls
Falkirk Wheel.jpg
Forecasted Income.xls
Forth Bridges Enterprise.doc
Forth Productions.xls
Forth Road Bridge.jpg
Future Value.xls
Garage.mdb
Health and Safety Workshop.xls
Homework Question.xls
Invoice.xls
Methilhill Computers.xls
Monthly Contract Availability.xls
Monthly Data.xls
Payment Function.xls
Petrol.xls
Petty Cash.xls
PivotTable Sales.xls
Product A.xls
Rowanbank Sales of Product Z.xls
Scottish Electrics.xls
Short Courses.txt
Small Business Enterprise Tracing Errors.xls
Spreadsheet Test.xls
Stationery Order.xls
Stationery Request.xls
Stock Valuation Distinctive Stationery.xls
Tel Ext Nos.xls

Time Series Analysis.xls

Training.xls

Views.xls

2.6

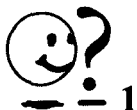
Symbols used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. **These tasks are not Outcome Assessments.** They are exercises designed to consolidate learning or encourage thought, in preparation for the Outcome Assessment (see **Section 3—Assessment Information for this Unit**).

Activity

This symbol indicates an Activity (A). Usually, activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

In this unit, you are asked to undertake activities to learn new features.

**Self-Assessed
Question**

This symbol indicates a Self-Assessed Question. Using a Self-Assessed Question helps you check your understanding of the content that you have already covered. The Self-Assessed Questions in this Guide will often take the form of consolidated tasks.

Everything is provided for you to check your own responses. Answers to the Self-Assessed Questions are to be found at the back of the Unit Student Guide. Where suggested responses to Self-Assessed Questions are provided in the Unit Student Guide, **students are strongly discouraged from looking at these responses before they attempt the Self-Assessed**

Questions. The Self-Assessed Questions throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The Self-Assessed Questions will not serve this purpose if you look at the answers before trying the question!

Self-Assessed Questions are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self-Assessed Questions to see how you are progressing.

3

Assessment Information for this Unit

3.1

What Do I
Have to Do to
Achieve This
Unit?

- work your way through this Guide
- attempt the Assessments.

4

Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of Activities which will allow you to consolidate your learning and check on your own progress.

- work through the learning materials. The Activities are provided to support the learning process
- after each section of learning attempt the consolidation questions, i.e. SAQs
- finally, attempt the Assessment.