

F84V 34 Information Technology in Business: Spreadsheets

Outcome 1 : Create a spreadsheet design to provide solutions for a business scenario

Knowledge and/or Skills

Spreadsheet design

Functions

Formulas

Cell references

Cell formats

Comments

Macro

Security features for data protection

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- create a spreadsheet using three interconnected worksheets to solve a business problem
- create four simple formulas and two complex formulas to include one occurrence of each of the following: add, subtract, multiply, divide
- in formulas and/or functions apply one occurrence of the following forms of cell referencing: relative, absolute, named cell, named range, 3-D
- apply two functions: =SUM and =IF
- apply appropriate cell formatting to assist the analysis/reading of the worksheets using one occurrence of the following: number, font enhancement, conditional formatting
- apply two spreadsheet features to control the worksheet view
- record and run one macro to assist with repetitive tasks
- protect data using two different built in security features

Assessment Guidelines

Assessment may be undertaken in open-book conditions.

This Outcome could be assessed by way of a scenario where a business problem has to be analysed and a possible solution provided. There may be opportunities to assess the Outcome using VLE, hardcopy or electronic copies.

The Unit may be assessed holistically by a case study of an organisation, or a real work place situation. Single or multiple spreadsheet files may be used to incorporate the Evidence Requirements for Outcomes 1, 2 and 3. The features used in Outcome 1 may provide the data required to support evidence generation for Outcomes 2 and 3.

If integrating assessment across Outcomes 1, 2 and 3, candidates should be given the opportunity to correct any errors within their spreadsheet after summative assessment of Outcome 1 has taken place before commencing Outcomes 2 and 3.

F7JS 34 Management Accounting Using Information Technology

Outcome 1: Prepare budget statements

Knowledge and/or Skills

Functional budgets

Master budget

Financial modelling using spreadsheets

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- **Prepare individual functional budgets and a master budget using a spreadsheet package.** Functional budgets to include:
 - Sales
 - Production
 - Material purchases and usage
 - Labour
 - Fixed and variable overheads
 - Cash
 - **The budgets for a six month period should be prepared using a recognised spreadsheet package containing linked worksheets. The master budget should be prepared in a format suitable for presentation to management.**
 - **The evidence should be presented as printouts of all prepared budgets with evidence that correct formulae have been used.**
- Use financial modelling to prepare a revised master budget incorporating a minimum of two changes in data.

The functional budget templates should be generated under supervised conditions.

Candidates should note that no other materials should be accessed during the assessment event other than the linked functional budget templates.

The master budget should be generated under supervised conditions with access restricted to the functional budgets templates only. Candidates should not have access to a pre-prepared Master Budget Template.

Figures must be accurate within a tolerance of four errors.

Assessment Guidelines

It is recommended that the assessment of this Outcome be completed within one and half hours.

Prior to preparation of the master budget the candidates will prepare templates for the functional budgets with links and formulae. These templates should not include the master budget (ie Profit and Loss Account and Balance Sheet). Candidates will be able to access and complete these pre-prepared functional budget templates during the assessment event. Candidates will be required to enter assessment data and to prepare the master budget during the assessment, including relevant links and formulae to the functional budgets. Candidates should note that no other materials should be accessed during the assessment event other than the linked functional budget templates.