

<b>Unit Title: Computer Applications in Business and Finance</b>	<b>Unit Code: CABF</b>
<b>Level: 5</b>	<b>Learning Hours: 160</b>
<p><b>Learning Outcomes and Indicative Content:</b></p> <p>Candidates will be able to:</p> <ol style="list-style-type: none"> <li><b>1. Demonstrate knowledge in a variety of typical applications software.</b> <ol style="list-style-type: none"> <li>1.1 Compare and contrast database and spreadsheet models.</li> <li>1.2 Compare and contrast real-time, on-line and transaction processing; demonstrate an understanding of different types of processing with regard to applications such as booking and enquiry systems, call-centre, tele-sales, various banking applications (such as BACS and ATMs), and retail applications such as EPOS and EFTPOS.</li> <li>1.3 Explain general business applications such as sales order processing, stock control, accounts and payroll.</li> </ol> </li> <li><b>2. Demonstrate an understanding of how IT has been adopted in business and finance.</b> <ol style="list-style-type: none"> <li>2.1 Identify and explain how IT contributes to business efficiency and effectiveness. Examine its role in operational, tactical and strategic decision-making.</li> <li>2.2 Discuss the cost implications and benefits of adopting various IT solutions.</li> <li>2.3 Identify the major risks associated with implementing IT solutions and suggest ways of mitigating such risks.</li> </ol> </li> <li><b>3. Examine the nature of data and information and the role of applications software.</b> <ol style="list-style-type: none"> <li>3.1 Compare and contrast modes of processing such as batch, interactive, transaction and real-time, and apply them to appropriate business scenarios.</li> <li>3.2 Identify and explain different methods of data capture and demonstrate an understanding of data verification and validation.</li> <li>3.3 Identify and explain the characteristics of good quality information.</li> <li>3.4 Compare and contrast operational, tactical and strategic types of information in their business settings.</li> <li>3.5 Demonstrate an understanding of formal and informal information flows and of external and internal sources of information.</li> <li>3.6 Explain the meaning of different types of software such as systems, development, applications, bespoke, specific and generic packages and make judgements with regard to the suitability of each to business scenarios.</li> </ol> </li> </ol>	

- 4. Demonstrate an understanding of the importance of using an appropriate methodology in the development of IT systems.**
  - 4.1 Identify the various stages of the systems life cycle; explain in depth each of the stages.
  - 4.2 Identify different models of systems development such as waterfall, V-Model, incremental model and prototyping.
  - 4.3 Examine the importance of user support and training.
  - 4.4 Discuss the importance of effective project management throughout the development of a system.
  - 4.5 Explain the importance of testing IT systems and the need for quality standards.
  
- 5. Analyse and demonstrate an understanding of the risks around IT systems and the management of those risks.**
  - 5.1 Discuss the physical and logical risks to IT systems.
  - 5.2 Examine the importance of risk analysis and contingency planning.
  - 5.3 Compare and contrast different methods of data back-up.
  - 5.4 Make judgements with regard to the most appropriate methods of implementing IT security within an organisation.
  - 5.5 Identify the main features to be incorporated in an information systems security policy.
  
- 6. Examine and make judgements with regard to the ethical, legal, moral, social, health and safety, economic and political dimensions involved in adopting IT systems.**
  - 6.1 Examine and demonstrate an understanding of the privacy issues relevant to the use of IT systems in business and finance.
  - 6.2 Examine the importance of data protection and compliance with relevant legislation.
  - 6.3 Discuss a variety of health and safety risks facing IT workers and find solutions to those risks.
  
- 7. Demonstrate an understanding of spreadsheets and their applications.**
  - 7.1 Explain the fundamental principles of spreadsheets.
  - 7.2 Employ spreadsheets to solve problems, using techniques such as formulas, functions, charts, tables and macros.
  - 7.3 Compare and contrast object linking and embedding.
  - 7.4 Demonstrate a practical understanding of the use of spreadsheets through the creation of robust applications in Excel or an equivalent software package.
  - 7.5 Demonstrate the creation and amendment of macros, using, for example, Visual Basic.
  - 7.6 Examine the use of spreadsheets in business decision-making with particular emphasis on forecasting.

**8. Demonstrate an understanding of e-commerce, m-commerce and their applications.**

- 8.1 Identify the key hardware and software components involved in establishing web-based businesses.
- 8.2 Discuss the costs and benefits of trading on-line.
- 8.3 Identify different models of Internet business.
- 8.4 Examine applications of both e-commerce and m-commerce through case studies.
- 8.5 Examine security issues relating to Internet businesses and the relevant legal issues.

**9. Demonstrate the ability to apply syllabus knowledge to case studies and scenarios in order to analyse information for the purposes of making judgements and solving problems.**

**Assessment Criteria:**

- Assessment method: written examination
- Length of examination: three hours
- Candidates should answer four questions from a choice of eight, each question carrying equal marks.

**Recommended Reading**

ABE Study Guide – *Computer Applications in Business and Finance*

Laudon K, Laudon J, *Management Information Systems (2007)*, Pearson Education Limited  
ISBN: 0132304619

Holden P, Munnelly B, *ECDL 4 The Complete Coursebook for Office XP (2003)*, Pearson Education Limited  
ISBN: 0130399175