

**Magill College Pty Ltd Trading as Magill College Sydney**

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 [www.magill.edu.au](http://www.magill.edu.au)**BSB40215 Certificate IV in Business****Record of Assessment Outcome**

<b>Unit of Competency:</b>	<b>BSBITU402 – Develop and use complex spreadsheets</b>		
<b>Student Name:</b>			
<b>Student ID Number:</b>			
<b>Assessor Name:</b>			
<b>Term and Year:</b>			
<b>The student has successfully completed the following assessment task(s):</b>		<b>Yes</b>	<b>No</b>
Assessment 1	Portfolio of Activities	<input type="checkbox"/>	<input type="checkbox"/>
Assessment 2	Project	<input type="checkbox"/>	<input type="checkbox"/>
Assessment 3	Assignment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall, the student was assessed as:</b>			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	
<b>Did the student meet the criteria for the following elements of competency?</b>		<b>Yes</b>	<b>No</b>
1. Prepare to develop a spreadsheet		<input type="checkbox"/>	<input type="checkbox"/>
2. Develop a linked spreadsheet solution		<input type="checkbox"/>	<input type="checkbox"/>
3. Automate and standardise spreadsheet operation		<input type="checkbox"/>	<input type="checkbox"/>
4. Use spreadsheets		<input type="checkbox"/>	<input type="checkbox"/>
5. Represent numerical data in graphic form		<input type="checkbox"/>	<input type="checkbox"/>
<b>The student requires the following skill(s) development before re-assessment:</b>			
<b>Feedback to student on overall performance during assessment:</b>			
<b>The student has been provided with feedback and informed of the assessment result and the reasons for the decision.</b>			
<b>Assessor Name:</b>			
<b>Assessor Signature:</b>		<b>Date:</b>	
<b>I have been provided with feedback on the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.</b>			
<b>Student Name:</b>			
<b>Student Signature:</b>		<b>Date:</b>	

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# BSB40215 – Certificate IV in Business

## BSBITU402 – Develop and use complex spreadsheets

### Assessment 1 – Portfolio of Activities

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none"><li>• The assessment work is my own work;</li><li>• All sources and materials have been acknowledged where required;</li><li>• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.</li></ul>			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				

## Submission details

The assessment task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

## Performance objective

The candidate must demonstrate the knowledge, skills and abilities required to prepare to develop spreadsheets.

## Assessment description

You are required to prepare to develop Excel spreadsheets to manage the business requirements for Covers Books (see Appendix 1). Candidates are required to setup or adjust their workstation in accordance with ergonomic considerations, practical layout of necessary documents and resource conservation requirements. Candidates are also required to answer questions on legislative knowledge, organisational and task requirements.

## Procedure

1. Setup or adjust your workstation, desk or work area in accordance with ergonomic considerations, the practical layout of necessary documents and occupational health and safety requirements.

- a. Use the checklist in Appendix 2 to setup or adjust your work area.

Additional information on the correct set up of your workstation can be found on the Ergonomics in Australia website at [http://www.ergonomics.com.au/pages/400\\_useful\\_info/420\\_how\\_to\\_sit.htm](http://www.ergonomics.com.au/pages/400_useful_info/420_how_to_sit.htm)

- b. Obtain the assistance of a friend, family member or colleague to take up to three photos of you seated at your work area. The photos are required to show that the height of the chair has been correctly adjusted for you and that the monitor and keyboard (and any document holder) are correctly positioned for you when you are seated at your work area.
- c. Insert the photos into a document or email and add text beneath each photo explaining the key points of ergonomic compliance and the date the photo was taken.

Liaise with your facilitator/assessor as to the most appropriate format for this step to ensure that there are no compatibility issues.

2. Describe two exercises and one other strategy (not exercise) that you can undertake to reduce the risk of injury when using a computer. Explain how often you would recommend the exercises are done

3. Setup or adjust the energy conservation settings on your computer using the following settings. Take a screen shot of the settings screen showing that you have made the requested adjustments.

- a. Set the monitor to turn off after 15 minutes of inactivity.
- b. Set the computer to go into standby mode after 1 hour of inactivity.

**Hints:**

For Windows users - Hold down the 'Alt' key and then press the 'Print Screen' key to take a screen shot of the active screen. This can then be pasted into a document.

For Mac users – Hold down the 'Command' and 'Shift' keys then press '4'. Select the 'open window' option from the screen shot choices. This can then be pasted into a document.

4. Using the information provided in Appendix 1, describe two additional ways that DJ could conserve energy or resources at Covers Books.
5. Using the information provided in Appendix 1, identify the task requirements by undertaking the following tasks.
  - a. Identify at least three spreadsheets Covers Books are likely to need.
  - b. Briefly describe the purpose or use of each spreadsheet.
6. Where and how would you suggest that DJ store the business records?  
Ensure that you include references to both hard (paper) and soft (electronic) storage suggestions and data back-up options in your answer
7. Explain how each of the following may affect business operations at Covers Books:
  - a. ethical principles
  - b. privacy laws occupational health and Safety laws and regulations

## Specifications

You must submit:

- A completed copy of the ergonomic and environmental checklist (Appendix 2)
- Photos (a maximum of three) of the student at their computer work area clearly showing that the chair height, monitor and keyboard are correctly positioned and adjusted
- A screen shot showing the energy settings on the computer have been adjusted or set as per the instructions in step 2 of the procedure
- Answers (in writing unless otherwise directed by your assessor) to the questions asked in steps 4, 5, 6 and 7 of the procedure above.

Your assessor will be looking for whether you have:

- Organised your personal work environment in accordance with ergonomic requirements
- Identified organisational and task requirements in relation to data entry, storage, output, reporting and presentation requirements
- Applied work organisation strategies and energy and resource conservation techniques to plan work activities.

Your assessor will also be looking for:

- the necessary literacy skills to interpret and evaluate the purposes and uses of various features of spreadsheets
- Knowledge of the key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:
  - Ethical principles
  - Privacy laws
  - Occupational health and safety.
- Knowledge of organisational policies and procedures.



## **Appendix 1 – Covers Books**

Covers Books is a small bookstore located in a local shopping precinct owned by DJ Mathis. The store does not hold a lot of stock but does offer a special order service for stock not kept on hand.

### **Stock details**

The store carries approximately 5000 titles covering the following categories:

- children's books
- teenage fiction
- general fiction
- science fiction and fantasy
- romance
- true crime and thriller
- classics.

### **Staffing**

In addition to the owner, DJ, who is at the store on a full-time basis, there is one part-time and two casual sales staff and one part-time admin/bookkeeping staff member.

### **Suppliers**

Covers have eight main suppliers for the books plus an office supplier to assist with general office needs such as stationery. Most suppliers are happy to offer 30 day payment terms.

### **Customer purchasing and payment options**

Covers accept cash and major credit cards for customer purchasers.

An eight-week lay-buy option is available for orders of \$20 or more. This arrangement requires a 10% deposit to be paid.

Special orders are available on request. Orders less than \$50 require no pre-payment, although special requests for items totalling \$50 or more require a 10% deposit to be paid prior to the order being placed.

### **IT Usage**

All computers and software provided by Covers Books are to be used primarily for work related purposes only. Limited personal use is allowed; however this privilege may be withdrawn if usage is found to be too high. All computer usage will be monitored to ensure proper use.

User IDs and passwords must not be shared.

Records and files must not be saved to the 'C' drive. All work related files and records should be saved to the shared drive which is backed up on a weekly basis. Any personal records or files should be saved to an external device, such as a memory stick.



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### Finances

The finances for the first three years are shown below.

<b>INCOME</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Net Sales	322,205	362,481	412,503
<b><i>Cost of Goods Sold</i></b>			
Starting Inventory	185,000	175,690	171,460
add Purchases	97,360	92,500	101,385
add Freight Charges	<u>10,648</u>	<u>9,653</u>	<u>10,970</u>
<i>Sub Total</i>	<i>293,008</i>	<i>277,843</i>	<i>283,815</i>
Less closing inventory	<u>175,690</u>	<u>171,461</u>	<u>169,890</u>
<i>Cost of Goods Sold</i>	<i>117,318</i>	<i>106,383</i>	<i>113,925</i>
<b><i>Gross Income</i></b>	<b><i>204,887</i></b>	<b><i>256,098</i></b>	<b><i>298,578</i></b>
<b>EXPENSES</b>			
Salaries	82,749	86,472	113,569
Utilities	6,843	7,185	7,543
Rent	30,000	30,000	30,000
Office Supplies	8,243	7,336	7,409
Insurance	4,440	4,573	4,776
Advertising	12,000	7,250	8,327
Telephone	2,393	2,502	2,611
Interest paid	2,964	2,993	3,024
Repairs and maintenance	1,250	841	974
Taxes and licences	<u>11,240</u>	<u>11,465</u>	<u>11,924</u>
<i>Total Expenses</i>	<i>162,122</i>	<i>160,617</i>	<i>190,157</i>
<b><i>Net Income</i></b>	<b><i>42,765</i></b>	<b><i>95,481</i></b>	<b><i>108,421</i></b>





## Appendix 2 – Ergonomic and environmental checklist

	Yes	No
Are you placed under pressure to meet demanding work targets or deadlines?		
If yes, is the pressure a result of external sources or your own disorganisation?		
Has there been consistency in workload recently? (this is preferable to sudden increases in workload or working overtime)		
Have work pauses been taken as appropriate?		
Is the chair easily adjusted from a seated position?		
Can you get close to the workstation without impediment?		
Is the seat height adjustable so that your thighs are parallel to the floor, with feet resting on the floor or a footrest?		
Is the backrest height-adjusted to fit into the small of your back and adequately support your spine?		
Is the backrest angle-adjusted so that you are sitting upright while typing?		
Are your forearms parallel with the floor or slightly angled downward?		
Is the desk height adjustable?		
If yes, is the adjustment easily operated?		
If no, do you have a footrest?		
If there is a footrest, is it large enough to support both feet and allow a change of position?		
When sitting tall and looking straight ahead, are you looking at the top edge of the screen?		
Is the screen at a comfortable reading distance?		



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	Yes	No
Are all characters in the display easily legible and the image stable?		
Can the position and contrast of the screen be adjusted by the user?		
Is the keyboard detached from the screen to ensure a comfortable working position?		
Is the keyboard thin enough for comfortable positioning of the arms (it should be less than 30mm thick at the home row of keys)?		
Is the keyboard matte finished to prevent irritation from glare and reflection?		
Are all commonly used items within easy reach (normal arm reach with minimal truck movement)?		
Is there sufficient space for large documents, completed work or writing?		
Is there sufficient space for CAD furniture, equipment and hardcopy materials?		
Is the workstation designed to prevent undue twisting of the neck and trunk?		
Do you find the lighting satisfactory?		
Do you find the noise level conducive to concentration?		
Do you find the temperature and airflow in the room comfortable?		



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# **BSB40215 – Certificate IV in Business**

## **BSBITU402 – Develop and use complex spreadsheets**

### **Assessment 2 – Project**

Submission Details				
<b>Student ID Number:</b>				
<b>Student Name:</b>				
<b>Assessor Name:</b>				
<b>Due date:</b>				
<b>Student Declaration:</b>	By signing this declaration, I certify that: <ul style="list-style-type: none"><li>• The assessment work is my own work;</li><li>• All sources and materials have been acknowledged where required;</li><li>• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.</li></ul>			
<b>Student Signature:</b>				
Assessment Result Details				
<b>Result:</b>	<b>Satisfactory</b>		<b>Not Satisfactory</b>	
<b>Feedback to Student:</b>				
<b>Student Declaration:</b>	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
<b>Student Signature:</b>				
<b>Assessor Signature:</b>				
<b>Date:</b>				

## Submission details

The assessment task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

## Performance objective

The candidate must demonstrate the knowledge, skills and abilities required to develop linked spreadsheets, automate and standardise spreadsheet operations and use spreadsheets.

## Assessment description

You are required to use Microsoft Excel to create spreadsheets for Covers Books that will manage payroll information and calculate fortnightly payroll amounts.

## Covers Books

Covers Books is a small bookstore located in a local shopping precinct owned by DJ Mathis. Operating for just over two years, Covers Books specialises in fiction books and has built up a steady business with many repeat customers from the local area. DJ (the owner) has set up a table containing the details of the four staff members currently employed by Covers Books. You are required to automate the classification of the employee depending on their age, and then calculate the correct pay rate, based on the classification. You will then need to create a template for the fortnightly pay and enter data for the current fortnight.

## Procedure

1. Open the spreadsheet provided by your assessor titled **Covers Staff**. Make the following changes to the spreadsheet to enable the correct salary classification to be determined.
  - a. Add a formula in **E1** to calculate the current date.
  - b. Add a formula to cells **E3:E7** that calculates the age of the staff member as at the current date.
  - c. Add a formula to cells **F3:F7** that displays the salary classification.
  - d. Add a formula to cells **G3:G7** that displays the correct pay rate that applies to each staff member.
  - e. A new staff member started last week and needs to be added to the staff list as follows:
    - i. Name: Grace Jacobs
    - ii. Date of Birth: 11 October 1992
  - f. Save the file using the following format: **[Your initials] Covers Staff ddmmyy**.  
For example: **DP Covers Staff 221210**.

2. Open the spreadsheet title '**Covers Fortnightly Payroll**'. Make the following changes to the spreadsheet that will be used calculate each fortnight's payroll.
  - a. Format cell **F3** to be short date
  - b. Merge, bold and right justify cells **A18:C18**
  - c. Place individual lines around each cell and a single bold border from **A10:G18**
  - d. Place a single bold border from **A10:G10**, **A11:G17** and **A18:G18**
  - e. Add formulas that look up the staff code in the spreadsheet you created in the previous step of this procedure and return the first name of the staff member and the appropriate hourly rate, ensuring that an hourly rate of \$0 is returned when no Staff ID is input.
  - f. Add a formula to cells **E11:E17** that will calculate the gross pay
  - g. Add a formula to cells **F11:F17** that will look up and calculate the tax amount payable
  - h. Add a formula to cells **G11:G17** that will calculate the net pay amount
  - i. Add a formula that calculates the total hours, gross pay, tax and net pay
  - j. Save the file as a template using the following format: **[Your initials] Covers Fortnightly Payroll Template**. For example: **DP Fortnightly Payroll Template**.
3. Use the template you created in step 2 of this procedure to open a new payroll sheet and enter the information in Appendix 1.
  - a. It is policy of Covers Books that both a hard and soft copy of the fortnightly payroll is kept.
  - b. Print a copy of this fortnight's payroll ensuring that its fits to a single sided A4 page.

## Specifications

You must submit:

1. A soft copy of the following files:
  - a. the staff details file named **[Your initials] Covers Staff ddmmyy**
  - b. the payroll template named **[Your initials] Covers Fortnightly Payroll Template**
  - c. the current fortnights payroll file named **[Your initials] Covers Payroll PE ddmmyy**.
2. A print out of the current fortnight's payroll on a single A4 page.

Your assessor will be looking for whether you have:

- Analysed the task and determined specifications for spreadsheets
- Used spreadsheet design software functions and formulae to meet identified requirements

- Linked spreadsheets in accordance with software procedures
- Formatted cells and used data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications
- Tested formulae to confirm output meets task requirements
- Developed, edited and used templates to ensure consistency of design and layout for forms, in accordance with organisational requirements
- Entered, checked and amended data in accordance with organisational and task requirements
- Imported and exported data between compatible spreadsheets and adjusting host documents, in accordance with software and system procedures
- Used manuals, user documentation and online help to overcome problems with spreadsheet design and production
- Previewed, adjusted and printed spreadsheet in accordance with organisational and task requirements
- Named and stored spreadsheets in accordance with organisational requirements and exited the application without data loss or damage
- Developed complex spreadsheets.

Your assessor will also be looking for:

- The necessary literacy skills to interpret and evaluate the purposes and uses of various features of spreadsheets and used a variety of strategies for planning and reviewing your own work
- The necessary proofreading and editing skills to check for accuracy and consistency of information by consulting additional resources
- The necessary numeracy skills to collate and present data, graphs and related references
- A demonstrated knowledge of the advanced functions of spreadsheet software applications
- A demonstrated knowledge of the impact of formatting and design on the presentation and readability of data
- A demonstrated knowledge of organisational policies and procedures.



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### Appendix 2 – Pay Details

Hours worked for the fortnight

Staff ID	Name	Hour Worked
N00011	Sally Jenkins	64
N00012	David Nugyen	22
N00013	Natalie Di Natale	26
N00014	Cameron Johnson	20
N00015	Justine Lee	48
N00016	Grace Jacobs	8

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# **BSB40215 – Certificate IV in Business**

## **BSBITU402 – Develop and use complex spreadsheets**

### **Assessment 3 – Assignment**

Submission Details				
<b>Student ID Number:</b>				
<b>Student Name:</b>				
<b>Assessor Name:</b>				
<b>Due date:</b>				
<b>Student Declaration:</b>	By signing this declaration, I certify that: <ul style="list-style-type: none"><li>• The assessment work is my own work;</li><li>• All sources and materials have been acknowledged where required;</li><li>• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.</li></ul>			
<b>Student Signature:</b>				
Assessment Result Details				
<b>Result:</b>	<b>Satisfactory</b>		<b>Not Satisfactory</b>	
<b>Feedback to Student:</b>				
<b>Student Declaration:</b>	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
<b>Student Signature:</b>				
<b>Assessor Signature:</b>				
<b>Date:</b>				



## Submission details

The assessment task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

## Performance objective

The candidate must demonstrate the knowledge, skills and abilities required to prepare, develop and use a spreadsheet that includes automated and standardised spreadsheet options. They will also need to represent numerical data in graphical form using the spreadsheet data.

## Assessment description

You are required to use Microsoft Excel to create spreadsheets for Covers Books that will manage the store's investments.

### Covers Books

Covers Books is a small bookstore located in a local shopping precinct owned by DJ Mathis. Operating for just over two years, Covers Books specialises in fiction books and has built up a steady business with many repeat customers from the local area. DJ (the owner) has set up a small investment portfolio in the name of the store to better utilise excess cash.

## Procedure

1. Import the text file *Covers Investments* provided to you by your assessor into Excel and make the following changes:
  - a. format the information into a table of figures
  - b. create a chart titled 'Investment Prices June 2009 – June 2010' showing the price of each share over the 12 months covered by the data
  - c. name the worksheet 'Investment Prices'.
2. In a new worksheet titled 'Investment details' create a table that calculates the value of each share holding at the end of each month and then totals the share values for each corresponding period. You will need to include and refer to the additional information in Appendix 1 for this calculation
3. Create a chart titled 'Total Investment Values' showing the value of the total investment over 12 months.
4. From the figures in the 'Investment Details' table, use formulas to determine the average value of each investment over the 12 months.
5. Create macros as follows:
  - a. to print the 'Investment Prices' chart
  - b. to print the 'Total Investment Value' chart

- c. create buttons for each of the macros, ensuring you link the buttons to the macros.
6. Save the file using the following format: [Your initials] Covers Investments with Macros ddmmyy.  
For example: DP Covers Investment with Macros 221210.
7. Export the table of each share for 12 months and the related chart to a document:
  - a. Format the document by adding the logo (copy from the Covers Fortnight payroll file provided for Assessment Task 2)
  - b. Add an appropriate title
  - c. Ensure that the graph and table will print to a single A4 page
  - d. Save the report using the following format: [Your initials] Covers Investments Report ddmmyy.  
For example: DP Covers Investments Report 221210
  - e. Print a copy of the report file.

## Specifications

You must submit:

- A soft copy of the following files:
  - the investment file named *[your initials] covers investments with macros ddmmyy*
  - the investments report file named *[your initials] covers investments report ddmmyy*.
- A print out of the investments report.

Your assessor will be looking for whether you have:

- Analysed the task and determined specifications for spreadsheets
- Utilised spreadsheet design software functions and formulae to meet identified requirements
- Linked spreadsheets in accordance with software procedures
- Formatted cells and used data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications
- Tested formulae to confirm output meets task requirements
- Evaluated tasks to identify those where automation would increase efficiency
- Created, used and edited macros to fulfil the requirements of the task and automate spreadsheet operation
- Entered, checked and amended data in accordance with organisational and task requirements
- Imported and exported data between compatible spreadsheets and adjusting host documents, in accordance with software and system procedures

- Used manuals, user documentation and online help to overcome problems with spreadsheet design and production
- Previewed, adjusted and printed spreadsheet in accordance with organisational and task requirements
- Named and stored spreadsheet in accordance with organisational requirements and exited the application without data loss or damage
- Determined style of graph to meet specified requirements and manipulated spreadsheet data if necessary to suit graph requirements
- Creating graphs with labels and titles from numerical data contained in a spreadsheet file
- Saved, viewed and printed graph within designated timelines
- Developed complex spreadsheets
- Developed graphical representations of data contained in spreadsheets.

Your assessor will also be looking for:

- Literacy skills to interpret and evaluate the purposes and uses of various features of spreadsheets and to use a variety of strategies for planning and reviewing own work
- Proofreading and editing skills to check for accuracy and consistency of information by consulting additional resources
- Numeracy skills to collate and present data, graphs and related references
- Knowledge of the advanced functions of spreadsheet software applications
- Knowledge of the impact of formatting and design on the presentation and readability of data
- Knowledge of organisational policies and procedures.



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### **Appendix 1 – Additional investment information**

<b>Shares</b>	<b>Date of Purchase</b>	<b>No of Shares</b>
TeleCom (TC)	01/07/2009	1000
State Bank (SB)	29/08/2009	1200
United Retail (UR)	01/07/2009	1500