



## Unit: Office Solutions Development

### Assignment title: Superior Spaces

### December 2015 – Sample Assignment

#### Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- You must read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- Please make a note of the recommended word count. You could lose marks if you write 10% more or less than this.
- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.
- All electronic media will be checked for plagiarism.

## Introduction

A property management company, *Superior Spaces*, is a new business that is starting up in London in the United Kingdom. Its primary business will be to organise the sale and rental of private and commercial property but it hopes to also expand into commercial property design if there is enough demand for this service. You are joining the company as an IT Specialist.

Staff employed at the company will be expected to undertake a range of tasks that will include:

- Storing the requirements of potential sellers and buyers of property
- Storing the details of properties for sale
- Storing the details of properties for rental
- Production of publicity documents, e.g. brochures of properties
- Designing commercial properties
- Advertising properties
- Booking appointments to view properties
- Storing the cancellation of property viewings
- Storing details of property viewings
- Storing details of property sales
- Storing details of property rentals
- Storing customer personal details (buyers, sellers and tenants)
- Storing customer payment details
- Production of documentation relating to customers
- Storing staff details
- Storing staff wages details
- Production of documentation relating to staff
- Liaising with legal firms
- Delivering staff training

An interactive company website is also being developed.

## Task 1 – Application Software and Business Processes (25 Marks)

The Managing Directors of *Superior Spaces* have asked you to produce a report that contains information on the following tasks:

- a) Recommend SIX (6) types of application software that will be required for the day to day work of the company to be performed. **(6 Marks)**
- b) Explain the reasons for each of the six recommendations that you made in task 1 (a). **(6 Marks)**
- c) Identify one feature or function of each type of application software that you have recommended, that will aid the staff in their work. **(6 Marks)**
- d) Explain the potential benefits to the company if they implement a Management Information System. **(7 Marks)**

## Task 2 – End-user Development (25 Marks)

You have been asked to add information on the following tasks to your report:

- a) Identify SIX (6) elements of a typical application software interface that end users can customize in order to make the software more user friendly and/or efficient. **(6 Marks)**
- b) Discuss the benefits to the company of involving end users in the application software development process. **(6 Marks)**
- c) Explain why it might not be a good idea to include end users in the development of application software. **(6 Marks)**
- d) Outline SEVEN (7) measures of quality when evaluating application software from an end user's point of view. **(7 Marks)**

## Task 3 – Advanced Features and Functions of Microsoft Word (25 Marks)

- a) The publicity documents produced by the company will need to be checked to ensure that they contain no errors. A quick method of running a spell check on the documents would be to apply automation to the spellchecking feature. Create a macro that can be used to check the spelling in a document and demonstrate the use of the macro on your report. Save your work in the following format:  
OSD\_Assignment\_Q3 a)\_YourName\_StudentNumber\_Date **(8 Marks)**
- b) When the company produces documents it will save time if features such as formatting can be automated. Choose a feature of the software that you have used to produce your report and create a macro to format this feature. Demonstrate that the macro works. Save your work in the following format:  
OSD\_Assignment\_Q3 b)\_YourName\_StudentNumber\_Date **(9 Marks)**
- c) Create a macro that will count the number of words used in a document and demonstrate that the macro works on your report. Save your work in the following format:  
OSD\_Assignment\_Q3 c)\_YourName\_StudentNumber\_Date **(8 Marks)**

**Tasks continue on next page**

## Task 4 – Advanced Features and Functions of Microsoft Excel (25 Marks)

a) Interactive forms will be used by staff at the company to enter data for various tasks. These forms will interact with staff in the form of prompts and error messages. The Managing Director has asked you to create an example of an interactive form that requests staff to enter the following data:

- Their identification number
- Their surname
- Their job title

Create your interactive form using spreadsheet software.

Save your work in the following format:

OSD\_Assignment\_Q4 a)\_YourName\_StudentNumber\_Date **(12 Marks)**

b) You want to develop further your example of an interactive form and to do this you must edit the macro that you wrote for task 4 a) so that it perform the following actions:

(i) After a member of staff has entered his or her job title, a message box is displayed that presents the question:

*Do you have authorization to perform this task?*

(ii) Underneath the message in the message box in task 4 (b) (i), there are three buttons that a member of staff can select from:

- The first button should be labelled *Yes*
- The second button should be labelled *No*
- The third button should be labelled *Unsure*

(iii) If a member of staff selects the *Yes* button, another message box is displayed that states the message:

*Press OK to continue*

(iv) Underneath the message in the message box in task 4 (b) (iii) there is a button labelled: *OK*

Save your work in the following format:

OSD\_Assignment\_Q4 b)\_YourName\_StudentNumber\_Date **(13 Marks)**

### Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

## Submission requirements

The following eight tasks must be submitted in the form of one word processed report (a maximum of 1,000 words) to the Managing Directors of *Superior Spaces*: Task 1 (a); Task 1 (b); Task 1 (c); Task 1 (d); Task 2 (a); Task 2 (b); Task 2 (c); and Task 2 (d).

The following five tasks must be submitted as separate documents: Task 3 (a); Task 3 (b); Task 3 (c); Task 4 (a); and Task 4 (b)

## Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

- Have you read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensured that you have acknowledged all the sources that you have used in your work?
- Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.**
- Have you ensured that your work has not gone over or under the recommended word count by more than 10%?
- Have you ensured that your work does not contain viruses and can be run directly?