

Form 4A: Assignment Report – FETAC

Course:	Computer Science 1B	Module:	Spread Sheet Methods
Assignment:	Produce a spreadsheet for a small business.	Tutor:	Carol Ward
Date of Issue:	16 th October 2014	Submission Date(s):	27 th November 2014

Please attach these pages (1 & 2) to the front of your assignment submission

Learner Name: _____ (Print name) Date of submission: _____
Learner Signature: _____ (Signing confirms that all of this work is entirely my own)
Learner's Comment: (Did you understand the brief? Did you develop new skills? How did the brief challenge you? Were the guidelines clear?) _____ _____ _____ _____ _____

Tutor Feedback: (Were the assessment criteria met? Strong / Weak points in assignment? How does this learner progress to the next level?) 		
Grade: %	Tutor signature: _____	Date: _____
	Learner signature: _____	Date: _____
Reason (s) for Referral:	Design Project with aims clearly described (5) [] Spreadsheet, data capture form and screen layout well designed (5) [] Input data, required processing, output data appropriately specified (5) [] Cell formats appropriately applied (5) []	20
Attendance Very Good [] Good [] Poor []	Implementation: Data and labels accurately inputted (5) [] Formulae and functions accurately applied (5) [] Variable change clearly demonstrated (5) [] Versions of spreadsheet accurately saved and printed, showing the entire spreadsheet, the spreadsheet with the formulae & after recalculation (5) []	20
	Modifications: Relevant modifications /improvements suggested(7) [] Draft versions of assignment presented on time (3) [] (see brief)	10
Action(s) required to pass assignment:	<div style="text-align: right;">TOTAL</div>	

Form 4: Assignment Brief - FETAC

Course:	Computer Science 1B	Module:	Spread Sheet Methods
Assignment:	Produce a spreadsheet for a small Retail Co.	Tutor:	Carol Ward
Date of Issue:	16 th October 2014	Submission Date:	27 November 2014

Tutor: Carol Ward

Learner:

Draft Submission Dates:

Introduction & Design: 06 November 2014

Implementation: 20 November 2014

Final Submission Date including

Modification, Evaluation & Conclusion 27 November 2014

Assignment Description: Produce a spreadsheet for a small business.

Brief/Task: Produce a spreadsheet for a newly established retail outlet that sells electrical goods. The owner of the business requires a spread sheet that tracks wages and sales for 12 employees some of whom work on a part-time basis. The spread sheet should include rates of pay, hours worked, commission paid, deductions etc. Learners must show the ability to adapt work practices that include an implicit time line.

Guidance: **Learners must present assignment phases by draft submission dates** (see modifications section of mark scheme).
All assessment work must be submitted via moodle. The attached report and signed submission statement(Form4A) must be in PDF format.

For this project there should be three phases:

Design: There should be a concise description of problems and solutions to each. There should be specifications for inputting data, the processing required and the output data. The specifications for the format of all data should be given. A data capture form and the screen layout should be outlined.

Implementation: Evidence should be shown of the spreadsheet structure, including data, labels, formulae and functions. There should be a printout of the entire spreadsheet and a printout of formulae. A variable should be changed and a printout given. There should be an IF statement and a lookup function.

Modification: Suggested modifications or improvements to the original design should be outlined

Note: You must complete the relevant sections for this assignment on Assignment Report Form 4A

Assessment Criteria: 50% of total result Design:20%, Implementation:20%
Modification:10%

A **Pass** grade is achieved by gaining a minimum of. **50%**

In order to achieve a **Merit** a student must achieve a minimum of **65%**

In order to achieve a **Distinction** a student must achieve a minimum of **80%**

When handing up work please ensure you:

- 1 attach this form to your assignment
- 2 sign the back of this form confirming that the work submitted is your own
- 3 have clearly referenced your sources

Tutor: Please print Report Form 4A on the back of this sheet.

Quality Assurance: ☐ Internally Verified: ☐ Date: _ _ _ _ _