

[<< Return to Main Page](#)

**Learning Outcome**

**Apply computational skills to business-related tasks and assess the logic of the results**

**Assessment Method**

Work Based Assessment	Narrative Reflective Statements	Certificates	Validation Letter	Projects	Oral Questioning Interviews	Simulations Demos Products
	X	X	X	X		X

Performance Criteria	Assessment Criteria			Comments
	Developing	Competent	Exemplary	
<p>Calculations in business-related tasks are computed efficiently, applying logic to verify accuracy.</p> <p>Figures are keyed accurately by touch on the numeric keypad.</p> <p>Formulas are used in spreadsheets with accurate results.</p>	<p>Work contains errors undetected by the applicant.</p> <p>Lack of knowledge of computational methods to apply to specific situations.</p> <p>Touch key method of keying is lacking.</p> <p>Takes too long to complete calculations for the requirements of the workplace.</p> <p>Incorrect use of formulas in spreadsheets results in incorrect calculations.</p>	<p>Calculations are computed correctly, or with minimal error, although not necessarily using the most efficient method.</p> <p>Basic touch key method is used accurately to enter figures.</p> <p>Calculations such as conversions, percentages, discounts, markups, markdowns, and interest are computed accurately.</p> <p>Ability to find and correct own errors is evident.</p> <p>Basic formulas and functions are used to perform spreadsheet calculations accurately.</p>	<p>A high speed is demonstrated in keying skill and applying methods to compute results accurately.</p> <p>Competent use is made of more complex formulas for spreadsheet calculations.</p>	