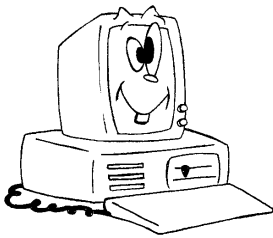


Business Information Management 12

MOSCROP SECONDARY SCHOOL 2011-2012

TEACHER: MS SILTALA-MORT



This course is designed for those who are looking to continue developing their knowledge of applications software, business communications and problem solving skills. Students will use industry standard software to create documents and files, developing and using a variety of different applications. Students will choose their focus and work independently and in teams.

Software:

- Microsoft Office (Word, Excel, PowerPoint, Access, Publisher)
- Adobe CS3 (Photoshop, Dreamweaver, Flash)
- Gamemaker

Topics May Include:

- a) Document creation using word processing and desktop publishing software
- b) Web page creation and management
- c) Database creation and records management
- d) Game creation and management
- e) Development of communication and presentation skills
- f) Standard business practices
- g) Development of interpersonal skills and leadership qualities

Evaluation: Term 1 - 30%, Term 2 - 30%, Term 3 - 40%

Assignments 70%

Data Entry (Typing ☺) 10%

Tests and quizzes 20%

Supplies: memory stick would be useful, 1 gig or more

Please do all work in the lab (no homework ☺!). No food or drink allowed in the computer lab.