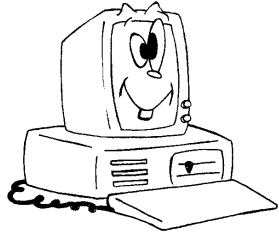


Business Computer Applications 11

MOSCROP SECONDARY SCHOOL 2011-2012

TEACHER: MS SILTALA-MORT



Objective: This is a project based course that will allow students to explore the world of business and commerce using technology as a tool to analyze data, prepare business documents, make presentations, develop communication and problem-solving skills as well as build on their data entry skills. Software: Dreamweaver, Photoshop, MS Word, MS Access, MS Excel, MS Powerpoint, Cortez Peters and others as they become available or seem appropriate.

Applications:

1. Digital editing and graphic manipulation
2. Introduction to web page creation
3. Spreadsheets applications
4. Database applications
5. Communication and presentation skills
6. Using the Internet as a research tool
7. Advanced word processing and formatting multiple page reports
8. Desktop publishing and page layout
9. Enhancing Keyboarding Skills

Topics:

1. Stock market
2. Banking and Mortgages
3. Advertising
4. Ethics
5. Business Plans
6. Real Estate

* relative time spent on the topics and applications will depend on student interest, access to technology and time constraints.

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

Term Projects	5% (Students' Choice accompanied with Journal)
Assignments	65%
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.