



Aims/General Learning Outcomes

The aims of a course of study in Information Management are to use a computer to:

- develop and consolidate the skill of entering text (words and numbers) using an alpha-numeric keyboard and demonstrating safe working practices and communicate information and ideas by direct entry
- access, plan and manage information in order to communicate rapidly and effectively
- process information by manipulating and reshaping words and images in order to produce a document fit for the purpose and the intended audience.

Course Content

The Year 11 Information Management course is divided into six units of work.

1 Physical Skills

Students will be encouraged to use acceptable key finger pathways and be able to enter text without thought or effort (automatic response). Students must also be able to demonstrate safe working practices, as set out in the Health and Safety guidelines.

2 Operational Functions

Students are able to demonstrate that they can use both:

- common operational procedures (start-up, retrieving, saving, previewing, printing, shutdown)
- file management (create folders, identify files, rename, move and delete files)

3 Problem-solving Skills

Students must make choices regarding appropriate software, as well as being innovative in the design and presentation of their work.

4 Communication

Students will be able to communicate information that is fit for the purpose and the intended audience. This information will be extracted, formatted and edited from provided materials and composed directly onto the keyboard.

5 Managing Information

The students will manage numerical data using electronic spreadsheet and text applications

6 Design Principles

Students must be able to design and present work appropriately using textual and non-textual enhancements.

Textual refers to the use and combination of typefaces (including size and style).

Non-Textual refers to graphic enhancements such as line, borders, shading, pattern, shadows and images such as symbols, commercial graphics, scanned images and those created in draw/paint.

Assessment

Assessment tasks will be both formative, for learning and development, and summative for credit in national qualifications. (See attached table)

Appeals

Any queries about an assessment decision should be made to your class teacher when the assessment is handed back. Any formal appeals should be made, within one week of the assessed work being returned to Mrs Cattermole, TIC Information Management, who will investigate it further or by the Principal's Nominee, Ms Lynch Term 1, Mrs Butler. Term 2-4. Work done in pencil or which has 'white-out' corrections cannot be reconsidered for appeals. Appeals need to be made within **one school week** of receiving a result.

Further assessment opportunities

There will be no further assessment opportunities for achievement or unit standards in this subject.

NCEA – Level One Information Management Tracking Assessment 2009

Achievement Standard/Unit Standard		Credits	Assessment Type	Timing	Result
US 16677 L1 v2	Business Information Management Key in text at 15 words per minute	1	Practical	T1 Wk 4	
US 101 L1 v5	Business Information Processing Develop and use keyboard skills to enter text	3	Observation and Practical	T1 Wk 5	
AS 90030 v3	Physical Skills Enter text from provided data and direct entry composition	2	Internal Observation and practical	T1 Wk 10 T2 Wk 8/9	
AS 90031 v3	Operational Functions - Use standard operating and file management procedure	2	Internal Observation and practical	T1 Wk 10	
AS 90033 v3	Problem-solving Skills – Apply a decision-making model to produce a solution from a given brief	4	Internal Practical task – no opportunity for a reassessment	T2 Wk 6/7 <i>Formative</i>	
				T3 Wk 1/2 Summative	
AS 90034 v3	Communication – Communicate information from given materials and by direct composition	4	External Topic tests and exam	T1 Wk 9	
				T3 Wk 6	
				T4 Wk 1	
AS 90035 v3	Managing Information – Manage information using spreadsheet and text applications	4	External Topic tests and exam	T2 Wk 10	
				T3 Wk 6	
				T4 Wk 2	
AS 90036 v2	Design Principles – Apply design principles to produce documents	4	External Topic tests and exam	T3 Wk 6	
				T3 Wk 9	
				T4 Wk 3	