



**Information Management** is defined as the process of editing and communicating information which is clear, accurate, logical and concise. This involves students making choices as to the organisation of words and images (text, illustrations and graphics), the changes required, layout, appropriate software and the management of their files.

### **Aims/General Learning Outcomes**

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

- demonstrate data transformation skills in ICT using a variety of programs – PowerPoint, Spreadsheets, InDesign CS3
- access, plan and manage information in order to communicate rapidly and effectively
- demonstrate design skills in information and communication technology

### **Course Content**

- Using PowerPoint presentations
- Produce desktop published documents
- Produce and use computer spreadsheets
- Practical applications using word processing for both personal and business situations
- Create and use a flat file database

### **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 unit standards in this subject

## NCEA – Level Two Information Management Tracking Assessment 2009

Unit Standard		Credits	Assessment Type	Timing	Result
US 2788 L2 v 5	<b>Generic Computing</b> Produce a simple desktop published document to meet a set brief	3	Written and Practical	T1 Wk 8	
US 16677 L1 v 2	<b>Business Information Management</b> Key in text at 15 words per minute	1	Practical	<b>All Year</b> T1 Wk 10	
US 16678 L2 v 2	<b>Business Information Management</b> Key in text at 25 words per minute	1	Practical	<b>All Year</b> T1 Wk 10	
US 16679 L3 v 2	<b>Business Information Management</b> Key in text at 35 words per minute	1	Practical	<b>All Year</b> T1 Wk 10	
US 2784 L2 v5	<b>Generic Computing</b> Create and use a simple computer spreadsheet to solve a problem	3	Written and Practical	T2 Wk 7	
US 107 L2 v5	<b>Business Information Management</b> Apply language and text processing skills to produce communications	5	Practical	T3 Wk 5	
US 111 L2 v5	<b>Business Information Management</b> Use a word processor to produce documents	5	Practical	T3 Wk 8	
US 2786 L2 v5	<b>Generic Computing</b> Create and use a simple computer flatfile database to solve a problem	3	Written and Practical	T4 Wk 3	