



Computing-Information Management - CIM 333 2009

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, Desktop Publishing
- access, plan and manage information in order to communicate rapidly and effectively
- demonstrate design skills in information and communication technology

Course Content

- Practical applications using word processing for both personal and business situations
- Produce desktop published documents
- Produce and use computer spreadsheets
- Using PowerPoint presentations
- 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 achievement or unit standards in this subject.

NCEA – Level Three Information Management Tracking Assessment 2009

Unit Standard		Credits	Assessment Type	Timing	Result
US 108 L3 v5	Business Information Management Apply language and text processing skills to produce business documents	5	Practical	T1 Wk 9/10	
US 112 L3 v5	Business Information Management Produce information using word processing functions	5	Practical	T1 Wk 9/10	
US 16677 L1 v2	Business Information Management Key in text at 15 words per minute	1	Practical	All Year T1 Wk 10	
US 16678 L2 v2	Business Information Management Key in text at 25 words per minute	1	Practical	All Year T1 Wk 10	
US 16679 L3 v2	Business Information Management Key in text at 35 words per minute	1	Practical	All Year T1 Wk 10	
US 2789 L3 v5	Generic Computing Produce desktop published documents for organisation use	5	Observation and Practical	T2 Wk 9/10	
US 2785 L3 v5	Generic Computing Create a simple computer spreadsheet to provide a solution for organisation use	5	Written and Practical	T3 Wk 7	
US 2787 L3 v5	Generic Computing Produce a computer flatfile database to provide solutions for organisation use	5	Written and Practical	T4 Wk 3 If sufficient time	