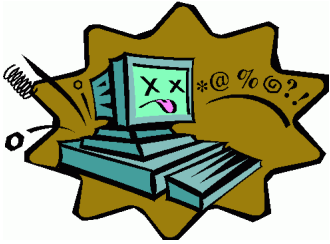


Business Computer Applications (BCA) 11 Business Information Management (BIM) 12



Course Description

This course is aimed to help students develop a greater understanding within 'technological literacy' and data management. Students will use various software applications to present data including creative presentations of professional publications and images in this hands-on course.

Evaluation

This course will consist of class work, projects and tests. There will be plenty of class time to complete assignments, and due dates will be given with plenty of notice. Students can choose to complete the basic course where the highest mark is a B. Or they can complete the mastery course, where the highest mark is an A. If students complete the mastery course, they will receive a Certificate of Achievement. There will be no "omits" given for lost work.

Students must be responsible and save their work to TWO places.

Each unit will be broken down as follows:

Exercises	/15
Mastery Exercises	/15
Test	/30
Project	/40

UNIT TOTAL 100 marks

Attendance

This course requires in-class-work, which makes attendance crucial. If a class is missed a note is required from a parent or guardian explaining the absence.

Unauthorized absences may result in the student receiving no marks if a test missed and will affect their work habit mark. There will be no extensions granted for tests unless a note for all the absences during that unit has been presented.

Course Content

1. **Microsoft Word – Word Processing**
2. **Microsoft Excel – Spreadsheets**
3. **Microsoft Access - Databases**
4. **Website Creation**
5. **Microsoft Publisher – Desktop Publisher**
6. **Microsoft Powerpoint - Presentations**

Expectations of the student in the labs

Students will:

- Be present, on time and motivated.
- Contribute to a peaceful tone of the classroom
- Only be on teacher directed computer programs (ie: No computer games or other non-appropriate use of the computers (You-Tube, Facebook, etc.).
- Ensure that the classroom is empty of food, gum or drinks

Angry Birds Badges & Badges of Honour

During the course students will work in groups and individually to earn badges. Badges can be won for handing work in on time, receiving an A or a B on assignments & tests, and keyboarding progress. Badges will be posted on Edmodo and periodically there will be small prizes awarded.

Parent Email Address: _____

Best Phone Number: _____