

## INFORMATION TO PARENTS AND STUDENTS

**Subject:** Computers and Business

**Code/Level:** Secondary 4

**Teacher(s):** K. Chyfetz

**School:** Laval Liberty High School

### 1. Course Comment and/or Program Objectives.

**General:**

Students will learn the skills required to plan a business venture. They will use computers to produce several small projects resulting in a final business plan.

**Specific (skills):**

Students will use MS Office Professional which is an integrated software package consisting of Word (word processor), Access (database), Excel (spreadsheet), PowerPoint (slideshows) and drawing and painting modules. Internet Explorer will be used as a research tool.

### 2. Evaluation:

Assignments produced on the computer will be evaluated at 100% per term. Please note that the schedule is subject to change.

Term 1 - 20%	Term 2 – 20%	Term 3 – 60%
40 Business Ideas	Market Analysis	YOUR business Income statement
Resume	Floor Plan	Marketing Plan
Self Evaluation – Part 1	Cost Sheet	Financial Plan
Self Evaluation - Part 2	Magazine Cover Page	Completed Business Plan
Business Card	Forecasting	Business Plan on PowerPoint
Business Survey	Cecil's Income Statement	
Graphed Survey Results		

### 3. Text/Material:

Students need a binder or duo tang in which to keep all handouts and printed projects.

### 4. Special Features/Remarks:

Students will be striving to produce a professional looking business plan by the course end. The course is designed to provide students with real world skills.