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| **Topics** | **Points** |
| **Spreadsheets(MicroSoft Excell):**           Creating a worksheet;           Performing calculations and using functions();           Creating an appropriate chart;           What-if analysis;           Using spreadsheet to filter data based on several criteria, find specific information;           Analyzing financial performance using spreadsheets (visit Laudon web site)           Using presentation SW to summarize analysis of performance for management | **4** |
| **Web design + Project (Using DreamWeaver)**           Creating a simple web site | **5** |
| **Databases(Microsoft Access):**           Create a database;           Search a database for information;           Creating a query, form, report;           Redesigning database (Adding new relevant information, deleting fields). | **3** |
| **Using the Internet:**           Find description of jobs that require some knowledge of information systems;           Find what  information systems knowledge and skills these jobs require;           Write CV using web application , applying for a job by Internet. | **2** |
| **Attendance** | **1** |