In these units students use a range of computer hardware and software to create, manipulate and communicate information. Students will develop skills that will be useful in all employment areas, and will gain an appreciation of the impact of ICT on society in general.

Applied Information Technology 1AB

Recommended Background
Students entering this course will have achieved a C grade or better in English and Mathematics.

Commitment
Students will be required to complete a minimum 1 hour of study per week for this course.

Course Content
During this course students will:
∞ Develop skills in the Microsoft Office range of software including: Word, Excel spreadsheets, Access databases, PowerPoint presentations, Publisher desktop publishing;
∞ Develop basic skills in the use of graphics packages – working with still images;
∞ Create and edit a video on ergonomics (the correct use of the human body in relation to the environment – furniture and equipment);
∞ Create a basic website portfolio on themselves; and
∞ Design a small office using Google SketchUp – 3D.

Applied Information Technology 1CD

Recommended Background
Students entering this course will have achieved a C grade or better in English and Mathematics.

Commitment
Students will be required to complete a minimum 1 hour of study per week for this course.

Course Content
During this course students will:
∞ Investigate changes in ICT and how they affect people, their work environments, and their lifestyles;
∞ Understand how ICT affects and functions within small business and the community;
∞ Learn the concepts of individual’s rights for privacy and need for responsibility;
∞ Know about the potential for misuse of ICT within a personal context;
∞ Understand the major trends in ICT for personal use;
∞ Investigate emerging trends of online solutions;
∞ Know about the hardware and software requirements for personal, small business, and community computer systems; and
∞ Understand the selection and configuration of hardware and software components to form a suitable personal computer system.

Applied Information Technology 2AB

Recommended Background
It is recommended that students studying Applied Information Technology 2AB should have completed Applied Information Technology 1AB or 1CD or achieved a B grade in Year 10 English and Maths.

Commitment
Students will be required to complete a minimum of 3 hours of study per week for this course.

Course Content
During this course students will:
∞ Develop skills in the Microsoft Office range of software including: Word, Excel spreadsheets, Access databases, PowerPoint presentations, Publisher desktop publishing;
∞ Plan and create a digital promotion for an entertainment event;
∞ Analyse and evaluate a website;
∞ Create a digital product that explains digital copyright and the legalities of digital data;
∞ Create digital materials to explain the concepts of the Internet and how it works; and
∞ Create a digital portfolio of themselves.
Recommended Background

It is recommended that students studying 3AB Applied Information Technology should have completed Applied Information Technology 2AB, or equivalent.

Commitment

Students will be required to complete a minimum of 3 hours of study per week for this course.

Course Content

During this course students will:

∞ Investigate online hypermedia;
∞ Consider privacy and copyright issues;
∞ Design and develop a hypermedia product – web based;
∞ Use Dreamweaver – web design;
∞ Use Audacity – sound recording and editing;
∞ Use video and still images to create visual content for their hypermedia product;
∞ Use Fireworks and Flash to create animations;
∞ Investigate hardware and software; and
∞ Consider social implications and trends in technology use in the hospitality industry.