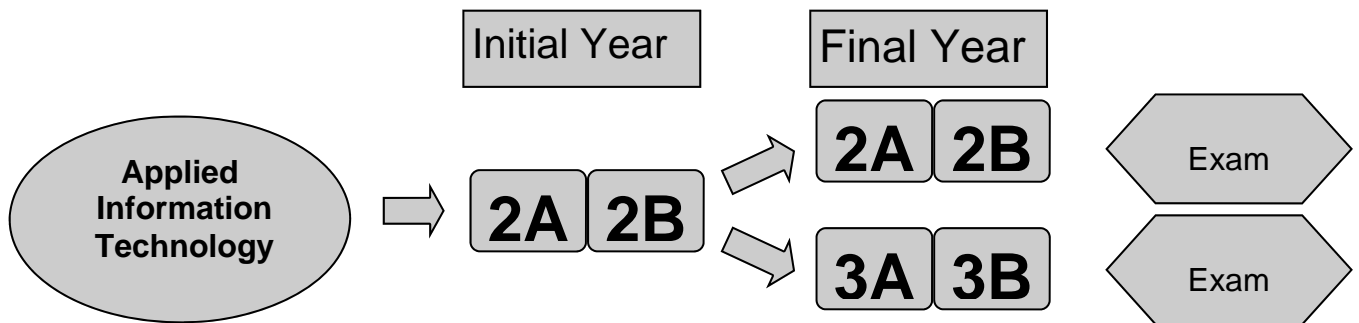


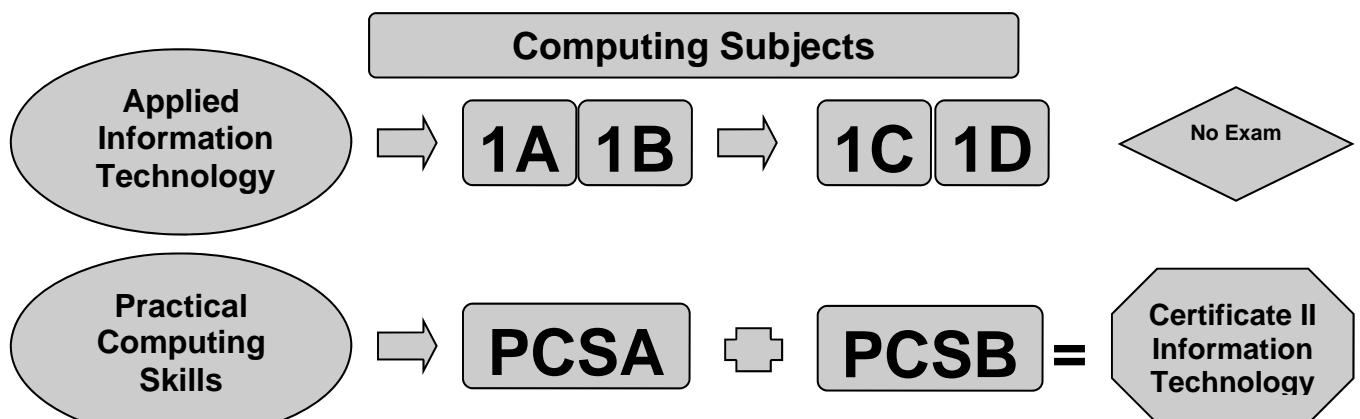
# Technology and Enterprise Business and Computing Course Pathway

## University Pathway

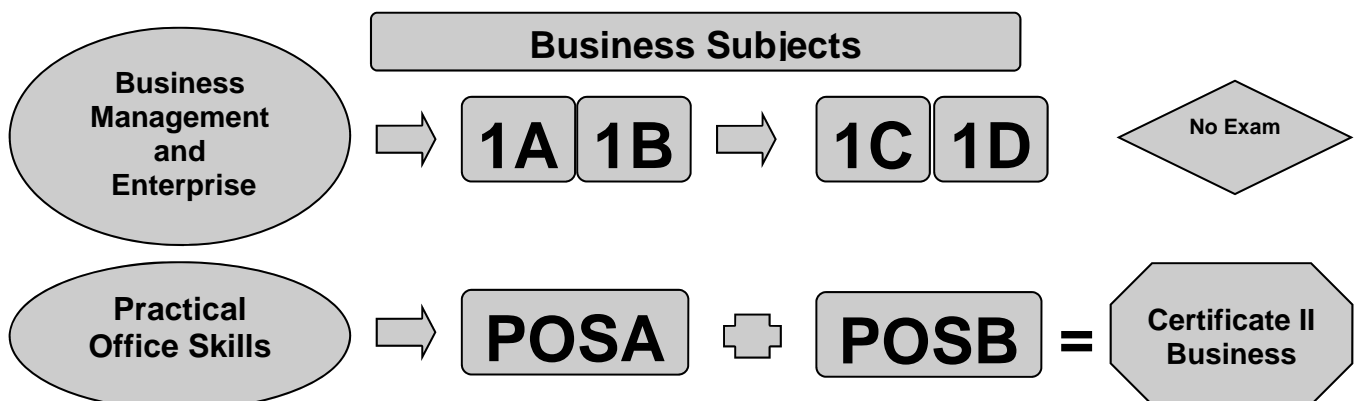


*The AIT final year University Pathway units will be determined in late 2010 based on class achievement in order to maximise student results and graduation prospects*

## TAFE Pathway



*Note: to attain the TAFE Certificate II in Information Technology both A and B subjects must be successfully completed.*



*Note: to attain the TAFE Certificate II in Business both A and B subjects must be successfully completed.*

# University Pathway

## APPLIED INFORMATION TECHNOLOGY 2A (2AAIT)



### RECOMMENDED PRE-REQUISITES

Year 11 1CAIT or high achievement in Year 10 1A AIT, Yr 10 Computing Advanced or Yr 10 Personal Computing.

### GENERAL AIMS

The focus for this unit is **media information and communication technologies**. The emphasis is on the use of information technology to collect, store and manipulate digital media. Students consider the range of products available to create visual and audio communications. They examine trends in digital media transmissions and the social and legal implications in the use of these technologies.

### CONTENT

- Networking concepts
- Hardware components and functions
- Software skills for graphics, animation, image manipulation, presentation, web authoring, audio and video
- Practices and legislation issues, privacy of information, security of data, copyright, moral rights, intellectual property
- ICT solutions incorporating graphics, audio and video

### ASSESSMENT

While some of the assessment is project based, tests and exams will be used to monitor student progress and help prepare students to sit the final external exam at the end of Year 12.

### OCCUPATIONS

Web Designer/Developer, Webmaster, Animator, Games Developer/ Programmer, Digital Video-sound Editor, Multimedia Programmer, Multimedia Developer

### UNIT CHARGE

Applied Information Technology 2A  
(2AAIT) \$20.00

Additional associated costs may apply to this unit.

## APPLIED INFORMATION TECHNOLOGY 2B (2BAIT)



### RECOMMENDED PRE-REQUISITES

2AAIT

### GENERAL AIMS

The focus for this unit is **information and communication technologies in business**. Skills, principles and practices associated with various types of businesses to enhance students' career prospects are emphasised. Students examine the use of ICT in a range of administrative and business environments. They identify and explain the components and configuration of a computer system to meet the needs of the organisation. Students design information solutions for problems encountered in these contexts and understand the social issues inherent in work practices.

### CONTENT

- Awareness of constraints in usage and communication over networks
- Standards and conventions related to digital data and information for a specified target audience, purpose, platform and medium (e.g. online requirements) and form of communication
- Use of techniques for representing designs e.g. proposals, graphic outlines, storyboards, annotated diagrams, flowcharts, concept design or thumbnails

### ASSESSMENT

While some of the assessment is project based, tests and exams will be used to monitor student progress and help prepare students to sit the final external exam at the end of Year 12.

### OCCUPATIONS

As for 2AAIT

### UNIT CHARGE

Applied Information Technology 2B  
(2BAIT) \$20.00

Additional associated costs may apply to this unit.

# TAFE/ Employment Pathways

## APPLIED INFORMATION TECHNOLOGY 1A (1AAIT)



### RECOMMENDED PRE-REQUISITES

None

### GENERAL AIMS

The focus for this unit is **personal communication** and using technology to meet personal computing needs. This includes the study of how individuals use information technology in their daily lives. Students develop a range of skills that enable them to communicate using appropriate technologies and to gain knowledge that assists in communicating within a personal context.

### CONTENT

- Software skills for personal use
- Personal impacts: Privacy of information, Cyber Bullying, Stalking
- Components of a computer system
- Simple care of a computer system
- Use of basic formatting functions to enhance the appeal of the design
- Introduction to simple information design principles
- Basic technology skills required to use equipment safely
- ICT software packages such as Flash, Photoshop, Microsoft Office
- Internet - exploration and evaluation

### ASSESSMENT:

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### OCCUPATIONS

This unit allows students to develop personal computing skills which are required for nearly all occupations in today's workforce.

### UNIT CHARGE

Applied Information Technology 1A  
(1AAIT) \$30.00

Additional associated costs may apply to this unit.

## APPLIED INFORMATION TECHNOLOGY 1B (1BAIT)



### RECOMMENDED PRE-REQUISITES

IAAIT

### GENERAL AIMS

The focus for this unit is **work readiness** and using technology commonly required in the operation of a small office environment. Students investigate the computing equipment, common computer applications and the work skills required to effectively operate within a small office environment. They examine the impact of information technology solutions within the small office environment.

### CONTENT

- Software skills for the workplace
- Possible impacts of lack of security: Identity theft, Phishing, Key-logging, Cookies, Malware
- How internet is used by business.
- Identification of basic factors to consider when acquiring hardware and software
- Basic skills and processes required to use, collect and store data appropriately
- Use of appropriate application software to design, create, edit and present information products for an intended audience (eg PowerPoint, Flash, Photoshop, Microsoft Office)
- Workplace safety

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### OCCUPATIONS

See 1AAIT

### UNIT CHARGE

Applied Information Technology 1B  
(1BAIT) \$30.00

Additional associated costs may apply to this unit.

## APPLIED INFORMATION TECHNOLOGY 1C (1CAIT)



### RECOMMENDED PRE-REQUISITES

Applied Information Technology 1AAIT and 1BAIT

### GENERAL AIMS

The focus for this unit is **personal information and communication technologies** and using technology to meet personal computing needs. This includes the study of how individuals use, and can be affected by information technology in their daily lives. Students investigate computer systems and understand the configuration needed to meet their personal needs. They acquire and apply a range of knowledge and skills to create information solutions that inform, persuade, educate or entertain.

### CONTENT

- Changes and trends in ICT
- Individuals rights for privacy
- Develop search strategies for sourcing data and information from the internet
- Apply the principles and elements of information design (purpose, audience and client specifications) to the development of information products
- Describe the implications of legislation for users of ICT at school and home
- Develop skills in Multimedia production tools such as Photoshop and Fireworks
- Basic technology skills required to use equipment safely

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### OCCUPATIONS

This unit allows students to develop personal computing skills which are required for nearly all occupations in today's workforce.

### UNIT CHARGE

Applied Information Technology 1C  
(1CAIT) \$30.00

Additional associated costs may apply to this unit.

## APPLIED INFORMATION TECHNOLOGY 1D (1DAIT)



### RECOMMENDED PRE-REQUISITES

Applied Information Technology 1CAIT

### GENERAL AIMS

The focus for this unit is **community information and communication technologies** and using ICT commonly required in the operation of a small work or community organisation. Students investigate small work networks and the peripheral devices required to use communication and graphics applications. They understand the configuration required for a small work computing system. They examine the impact of information technology solutions within the community.

### CONTENT

- The impact of ICT and the potential misuse of online solutions
- Computer and communication systems in the workplace
- Licensing requirements of common software applications and the consequences for illegal acquisition
- Introduction to the use and evaluation of online data/information from the internet.
- Use of ICT design principles and elements to create, edit and present information for a specific purpose, audience and client specifications using a range of programs including Photoshop, Flash and Microsoft Office
- Application of ICT problem solving methodologies used in the small business or community organisation

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### UNIT CHARGE

Applied Information Technology 1D  
(1DAIT) \$30.00

Additional associated costs may apply to this unit.

**PRACTICAL COMPUTING SKILLS A  
(PCSA) - FULL YEAR COURSE  
(First half of a TAFE Certificate II in  
Information Technology)**



**RECOMMENDED PRE-REQUISITES**

Nil

**GENERAL AIMS**

Prepare students for the workplace by giving them the computer software skills that employers seek. Students who successfully complete this subject will gain credit for half the units required for the TAFE qualification of **Certificate II in Information Technology**. The remaining units can be completed at TAFE or by doing Practical Computing Skills B at GSC.

**CONTENT**

- Occupational Health and Safety
- Introduction to Digital Photography
- Word Processing – Microsoft Word
- Spreadsheets- Microsoft Excel
- Presentations – Microsoft Power Point
- Databases – Microsoft Access

**TAFE Accreditation**

6 of the 14 units required to complete a **Certificate II in Information Technology**. Students undertaking this course at GSC will also be enrolled at Central West College of TAFE where they can use the units completed in this course as entry into a wide ranges of TAFE courses

**OCCUPATIONS**

This course will equip students with skills in using the key business computing packages that are required in a wide range of employment opportunities

**ASSESSMENT**

Assessment will be based on practical exercises that will enable students to demonstrate their competency in the performance criteria of the course units.

**UNIT CHARGE**

Practical Computing Skills A  
(PCSA) \$60.00

Additional associated costs may apply to this unit.

**PRACTICAL COMPUTING SKILLS B  
(PCSB) - FULL YEAR COURSE  
(Second half of a TAFE Certificate II in  
Information Technology)**



**RECOMMENDED PRE-REQUISITES**

Nil, however Practical Computing Skills A needs to be completed as well as this subject in order to be awarded the **Certificate II in Information Technology**.

**GENERAL AIMS**

Prepare students for the workplace by giving them the computer hardware skills that employers seek. Students who successfully complete this subject and Practical Computing Skills A will gain a TAFE qualification of **Certificate II in Information Technology**.

**CONTENT**

- Occupational Health and Safety
- Computer Hardware
- Computer Operating Systems
- Installing Computer Software
- Connecting Hardware Peripherals
- Workplace Communication and Safety
- Working in an IT Environment

**TAFE Accreditation**

8 of the 14 units required to complete the **Certificate II in Information Technology**. Completion of this Certificate II course will give the students automatic entry into Central West College of TAFE or any other TAFE in the **Certificate III and IV Information Technology** program.

**OCCUPATIONS**

Successful completion of this qualification provides students with foundation general computing and employment skills that enable participation in an information technology environment in any industry.

**ASSESSMENT**

As for Practical Computing Skills A

**UNIT CHARGE**

Practical Computing Skills B  
(PCSB) \$60.00

Additional associated costs may apply to this unit.

**PRACTICAL OFFICE SKILLS A (POSA)  
FULL YEAR COURSE  
First half of TAFE Certificate II in Business**



**RECOMMENDED PRE-REQUISITES**

nil

**GENERAL AIMS**

Prepare students for employment in an office environment. Students will complete the course in both the classroom and the “Practice Firm” located at Central West College of TAFE. Students who successfully complete this subject plus Practical Office Skills B will attain the **TAFE Certificate II in Business Services**

**CONTENT**

- How to operate office equipment such as computers, printer/copiers, fax, etc
- Telephone techniques
- Office workplace procedures
- Teamwork.

**TAFE UNITS of COMPETENCY**

- Participate in workplace safety
- Communicate in the workplace
- Handle mail
- Work effectively in a business environment
- Organise and complete daily work activities
- Use business equipment and resources
- Use business technology.

**DELIVERY MODEL**

Delivered at GSC with weekly visits to TAFE as required to access the Practice Firm

**OCCUPATIONS**

General preparation for the workplace for students seeking office or business careers.

**ASSESSMENT**

Assessment will be based on practical exercises that will enable students to demonstrate their competency in the performance criteria of the Units of Competency which make up the course

**UNIT CHARGE**

Practical Office Skills A  
(POSA) \$60.00  
Additional associated costs may apply to this unit.

**PRACTICAL OFFICE SKILLS B (POSB)  
FULL YEAR COURSE  
Second half of TAFE Certificate II in Business**



**RECOMMENDED PRE-REQUISITES**

Nil, however Practical Office Skills A needs to be completed as well as this subject in order to be awarded the **Certificate II in Business**

**GENERAL AIMS**

Prepare students for the workplace through real and simulated work environments. Students will work in both the classroom and the “Practice Firm” located at Central West College of TAFE. Students who successfully complete this subject as well as Practical Office Skills A will attain the **TAFE Certificate II in Business.**

**CONTENT**

- Using Microsoft Word to produce business documents
- Working with business financial documents (purchase orders, invoices, cheques etc)
- Using internet to retrieve information
- Using Email

**TAFE UNITS of COMPETENCY**

- Produce simple word processing documents
- Maintain daily financial/business records
- Work effectively with others
- Send and retrieve information using the internet
- Communicate electronically

**DELIVERY MODEL**

Delivered half at GSC and half at Central West College of TAFE in the Practice Firm

**OCCUPATIONS**

General preparation for the workplace for students seeking office or business careers

**ASSESSMENT**

As for Practical Office Skills A

**UNIT CHARGE**

Practical Office Skills B  
(POSB) \$60.00  
Additional associated costs may apply to this unit.

## BUSINESS MANAGEMENT AND ENTERPRISE 1A (1ABME)



### RECOMMENDED PRE-REQUISITES

None

### GENERAL AIMS

In this unit, the focus is on the **role of business** in Australia. Most people have had consumer experiences, whether it is using a mobile phone, watching TV or paying for and using other goods and services. Therefore, learning contexts are selected that tap into these interests and build upon this informal understanding. Different perspectives on the contribution of business to society are considered.

### CONTENT

- a range of ideas and concepts relating to business activity
- types of businesses and business operating environments
- the impact business has on local communities,
- the role of government and the effect of government policy on business.
- technology for business communication

### OCCUPATIONS

- Self-employment
- Small business owner
- Office Administration.

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### UNIT CHARGE

Business Management and Enterprise 1A  
(1ABME) \$30.00

Additional associated costs may apply to this unit.

## BUSINESS MANAGEMENT AND ENTERPRISE 1B (1BBME)



### RECOMMENDED PRE-REQUISITES

Unit 1ABME

### GENERAL AIMS

In this unit, the focus is on contexts related to **initiative and inspiration**, which are the values of the dynamic and imaginative entrepreneur or business manager.

### CONTENT

- concepts of innovation, marketing and competitive advantage
- marketing activities
- key factors that influence consumer decision-making. legal aspects of running a small business
- entrepreneurship and innovative thinking
- simple business plan
- common small business documents
- use of business technologies

### OCCUPATIONS

- Self-employment
- Office administration
- Small business owner
- Caterer
- Travel Agent.

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### UNIT CHARGE

Business Management and Enterprise 1B  
(1BBME) \$30.00

Additional associated costs may apply to this unit.

## BUSINESS MANAGEMENT AND ENTERPRISE 1C (1CBME)



### RECOMMENDED PRE-REQUISITES

Business Management and Enterprise 1A and 1B

### GENERAL AIMS

In this unit, the focus is on **business management and administration** in Australia. All businesses need to be managed and administered effectively in order to prosper. This unit explores, in a practical way, the role of business and office administration in facilitating business success and considers the importance of communication methods and technologies in business information management. The legislation that affects the internal running of a business in a range of business contexts is also considered.

### CONTENT

- Development of enterprising qualities such as problem solving, initiative, assertiveness and working collaboratively.
- Practical skills are developed in the use of business technology and methods of business communication, record keeping and other administrative skills

### OCCUPATIONS

- Self-employment
- Small business owner
- Office Administration.

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### UNIT CHARGE

Business Management and Enterprise 1C (1CBME) \$30.00

Additional associated costs may apply to this unit.

## BUSINESS MANAGEMENT AND ENTERPRISE 1D (1DBME)



### RECOMMENDED PRE-REQUISITES

Business Management and Enterprise 1C

### GENERAL AIMS

In this unit, the focus is on **implementing business policies and procedures** which facilitate effective business management and administration. The emphasis is on developing administrative and personal management skills. Students are encouraged to evaluate systems and procedures in terms of their effective contribution to the success of a business organisation and to make or recommend improvements to these systems and procedures.

### CONTENT

- Workplace Culture
- Business Policies and Procedures
- Business Technologies
- Management
- Marketing
- Financial Record Keeping
- Product and Service Improvement
- Teamwork
- Human Resources
- Consumers and Competitors

### OCCUPATIONS

- Self-employment
- Office administration
- Small business owner
- Caterer
- Travel Agent.

### ASSESSMENT

The majority of assessment will be project based. However, tests may be used to monitor student acquisition of skills and knowledge.

### UNIT CHARGE

Business Management and Enterprise 1D (1DBME) \$30.00

Additional associated costs may apply to this unit.