

**2010 SENIOR COURSE INFORMATION**

Head of Department.  
SUBJECT:

Mr Paul Greenwood  
Information Technology

	Year 12	Year 13
Course Content	<p><b>DESKTOP PUBLISHING</b> Students will learn the essentials of desktop publishing and the basic ideas behind document design and layout using MS Publisher. The course will cover all the essential skills required to use MS Publisher to produce professional quality documents including advertising flyers, newsletters, business letterheads, business cards, magazine articles, newspaper articles and advertising brochures.</p> <p><b>SPREADSHEETS</b> Students will learn how to use a spreadsheet program to solve a variety of problems and to model a variety of situations. Students will learn how to test or try out a range of alternatives to a basic plan (What-if exercises). Students will learn how to display data in a graph or a chart and how to print spreadsheet data and charts.</p> <p><b>DATABASES</b> Students will learn how to create and use a database using Microsoft Access. Students will be able to enter text, numbers and formulae and will learn how to display and print selections of data.</p> <p><b>DATA INTEGRATION</b> Students will learn how to plan a word processed document that integrates spreadsheet and database data to provide a solution; create a word processed document that integrates provided spreadsheet and database data; use the document to provide a solution; and evaluate the integrated documents.</p> <p><b>COMPUTER GRAPHICS</b> Students will learn how to describe the use of a computer graphics application; and draw, paint, and print computer graphics.</p>	<p><b>DESKTOP PUBLISHING</b> Planning designing and creating desktop published documents for a client or end user</p> <p><b>SPREADSHEETS</b> Planning designing and creating spreadsheets to provide a solution for a client or end user.</p> <p><b>DATABASES</b> Planning designing and creating databases to provide a solution for a client or end user.</p> <p><b>WEB PAGE AUTHORIZING</b> Planning designing and creating webpages to provide a solution for a client or end user using either a mark-up language or using a dedicated web page authoring tool.</p> <p>Depending on ability and interest a student may also cover the following topics:</p> <p><b>CONTROL SYSTEMS</b> Plan, design, create and document a computer controlled project. This may involve the control of motors or other devices and/or the acquisition of data from remote sensors.</p> <p><b>COMPUTER PROGRAMMING</b> Solve a specified problem using computer technology</p>
Pre Requisites	Nil	Achievement in Unit Standards 2784, 2786, 2788 and relevant web page writing unit standards. Otherwise at the HODs discretion.

Assessment	<p><b>INTERNAL ASSESSMENT AGAINST UNIT STANDARDS</b></p> <p>2781 3 Credits Manage and protect data in a personal computer system</p> <p>2784 3 Credits Create and use a computer spreadsheet to solve a problem</p> <p>2786 3 Credits Create and use a computer database to solve a problem</p> <p>2788 5 Credits Produce desktop published documents to meet a set brief</p> <p>2791 3 Credits Integrate spreadsheet and database data into a word processed document to meet a set brief</p> <p>25655 3 Credits Create a website using a dedicated web-authoring tool to meet a set brief</p> <p>25656 3 Credits Create a website using a mark-up language to meet a set brief</p>	<p><b>INTERNAL ASSESSMENT AGAINST UNIT STANDARDS</b></p> <p>2789 6 Credits Produce desktop published documents for organisation use</p> <p>24872 3 Credits Produce documents for a workplace using a computer</p> <p>2785 5 Credits Create a computer spreadsheet to provide a solution for organisation use</p> <p>2787 6 Credits Create and use a computer database to provide a solution for organisation use</p> <p>25657 6 Credits Create a website for a stakeholder using a mark-up language</p> <p>25658 5 Credits Create a website for a stakeholder using a dedicated web-authoring tool</p> <p>25660 5 Credits Create a computer-controlled project</p> <p>5947 3 Credits Use computer technology to solve a specified problem</p>
Costs	\$50 – includes cost of workbooks and assessment materials.	\$50 – includes cost of workbooks and assessment materials.