**YEAR 12 INFORMATION TECHNOLOGY**

Year 12 Information Technology extends the skills that you developed in Year 11 Information Technology. There is, however, a greater emphasis on how organisations use their computer equipment to process data. To this end you are required to study an organisation of your choice for the year.

**Selecting an Organisation**

Four work requirements require you to study an actual organisation. It can be a small business, a sports club, a place that you do part-time work, or where you did your work experience. The necessity is that the organisation uses computer equipment and that they will let you observe what they use it for. This allows you to use the subject to develop your understanding of areas that you may be interested in, for example, if your are interested in being an Accountant you may be able to find an Accounting firm to be your organisation, a publishing firm if you are interested in desktop publishing, etc.

Try to find an organisation before the beginning of the year so that the software types that you select to study are appropriate. If you cannot find an organisation the school office or school library will be used.

**Selecting Software**

You have to select TWO software packages from the following list to study for the year:

• Web Page Design

• Data Bases

• Desktop Publishing

• Spreadsheets

**Work Approach**

Class time is a little more critical in Information Technology than in other subjects. For this reason you are expected to do more work at school. You will have at least 10 free periods in Year 12 and it is advisable to use at least 2 other these in the Computer Centre working on Information Technology. For students who did not do Year 11 Information Technology, 4 periods per week is recommended. The Computer Centre will also be available during lunchtimes and after school.

The following page shows a time line of the work requirements for the year.

**OUTLINE OF WORK REQUIREMENTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **TERM 1** | | **TERM 2** | | **TERM 3** | **TERM 4** |
|  | **Software 1**  **Folio** | **Software 2**  **Folio** | **Processing**  **Skills Task 1** | **Processing**  **Skills Task 2** | **Integrated**  **Project** | **Strategy**  **Plan** |
| CLASS | Select from:   1. Web Page Design 2. Data Bases 3. Desktop Publishing 4. Spreadsheets | | **Assessment 1**  Teacher provides you with a problem to solve using one of your software types. | Teacher provides you with a problem to solve using your other software type. | **Assessment 2**  Visit an organisation and observe one aspect of their computer use. Use the school’s computer equipment and a software type different to the one you used for Assessment 1 to complete a similar task. | Preparation for the test **Assessment 3** |
| HOME | Research Project |  |  |  | Technology Report |  |

**NB: i You cannot use the same software type for both Assessment 1 and 2.**

**ii You need to ensure that you have studied the correct software in Term 1 so that you can complete Assessment 2 in Term 3.**

**Visits to Organisations**

Each of the following work requirements will probably need a visit to your selected organisation.

*Research Project*

Complete a research project about the general impact of information technology on the ORGANISATION that you have selected to study. You will need to find out how many employees the organisation has, when computers were introduced, what general things they use their computer equipment for, what sort of employee training was provided, what influence the use of computers has had on the number of people they employ, what future uses of computer technology is envisaged, etc.

*Integrated Project*

Observe how your organisation uses its computer equipment to solve a particular problem. How do they produce the solution? What types of printouts do they produce? Then use the school’s computer equipment to solve a similar problem.

*Technology Report*

You have been commissioned to research whether a piece of computer equipment would be of benefit to your organisation.

Find a piece of computer equipment that your organisation would like to have or intends to purchase in the next year. Research that piece of equipment - cost, technical specifications, compatibility with existing equipment, etc. Decide upon the advantages and disadvantages of the equipment and give your recommendations as to whether the organisation should consider purchasing it.

*Strategy Plan*

Design the introduction of a new information system for your organisation.

Decide how the new system should be introduced, what new equipment (if any) will be required, what training will be required for the employees, etc.