

## **APPLIED INFORMATION COMMUNICATION TECHNOLOGY:**

This qualification is relevant to students intending either to continue to higher education or to seek employment after completing Sixth Form studies. It provides the opportunity to gain an in-depth understanding of the major IT applications used by commercial and other organisations. You will develop a high level of skill with business software such as spreadsheets and databases. You will also use web development and animation tools in a variety of business contexts. In addition, you will examine various standard business processes in detail such as manufacturing, order processing and distribution. Past students have found this course to be highly beneficial to their university studies. Other students have found that their skills and knowledge are appreciated by their employer and have direct relevance to their job.

You will apply your knowledge and understanding of ICT and use skills such as planning, research, evaluation and problem solving, in vocational contexts. You will develop an understanding of the impact of information systems on organizations, personnel, policies and practices. You will also develop project management skills and an understanding of the need to work with others.

Students of Applied ICT must be able to cope with a large volume of coursework, which constitutes some 66% of their overall AS grade. In addition students must be able to perform well in a case study based examination, centred on business processes, in order to secure a high grade. Excellent literacy skills are also a must and therefore a GCSE grade B in English language is expected of most students wishing to embark upon this course.

### **AS Units:**

#### **Unit 1: Using ICT to communicate**

You will use your knowledge and skills to create a portfolio of business documents including letters, advertisements, invoices, web pages and a staff handbook. You will also create a presentation on different methods of communicating information and the technologies that support them. All of your documents will evolve through a series of drafts with detailed evaluations of layout, presentation style, writing style and use of house style. You will also compare a collection of standard documents used by organisations. This unit constitutes approximately one third of your final AS grade and is assessed entirely by coursework.

#### **Unit 2: How organisations use ICT**

This unit helps you to understand how organisations are structured, and how they use and exchange information. You will evaluate how well ICT can and does help organisations by considering how ICT supports different business processes and activities. You will study how organisations (including at least one large organization) collect, disseminate and use information, and how they manage the flow of information between sections or departments. This unit constitutes approximately one third of your final AS grade and is assessed by a number of pre-release tasks set by the examination board and by a written examination.

#### **Unit 3: ICT solutions for individuals and society**

The World Wide Web allows individuals to access information on almost any topic imaginable. This access to information has had a fundamental effect on society and the way individuals live their lives.

You will produce a presentation on the results of an investigation, including the use of a spreadsheet to analyse numeric data, along with a report on the sources and methods used to find your information. Your report will include the selection and efficient use of search engines to find the information required to support a hypothesis of your choosing. You will include an explanation of the impact of the availability of electronic information on individuals and society. You will use information accessed from large websites, and a databases which you have created yourself. You will make use of spreadsheet software to analyse numeric data and present results. Different types of data will be combined to present the results of your investigation along with an evaluation of the methods you used. This unit constitutes approximately one third of your final AS grade and is assessed entirely by coursework.

## **A2 Units:**

All of the three A2 units are assessed entirely by coursework. There is one compulsory unit.

### **Unit 9: Working to a brief**

This is the compulsory unit. Assessment is intended to allow you to demonstrate the development of your own technical skills, project management skills and knowledge in relevant areas of ICT as well as your ability to work with others. The brief is set by the exam board and is carried out in conjunction with one of the other A2 units.

### **Unit 11: Interactive multimedia products**

This unit will teach you to be critical of commercially produced interactive multimedia products as used in the fields of entertainment and education. You will learn to appreciate what is involved in the design and creation of interactive multimedia products by building one of your own to meet a client's requirements. You will also review your work in detail to ensure its effectiveness.

### **Unit 14: Developing and creating websites**

This unit will teach you terminology relating to the Internet and websites. You will learn about the process of setting up a website, specifically: web server requirements; planning a website; designing and documenting a website; creating a website; testing a website; uploading a website; evaluating a website; laws and guidelines.