

APPLIED INFORMATION TECHNOLOGY SUPPORT RESOURCES AND LINKS

UNITS 1CAIT AND 1DAIT

This booklet has been prepared to assist teachers presenting the Stage 1 course in Applied Information Technology. The textual references, web links and other resources are intended to be used as a guide. The nature of this subject will require regular modification and updates to the resources.

Suggested Texts

Discovering Computers 2008

Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat

[Companion Website](#)

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**Discovering Computers
STUDENT STUDY GUIDE**

Information Technology
VCE Information Technology Units 1 and 2
VCE Information Technology Units 3 and 4

Michael Fitzpatrick
Therese Keane
James Lawson
Melanie Scott

ISBN-13: 9780170130264 ISBN-10: 0170130266

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Information and Software Technology
A Project-Based Approach

David Grover
John Range
Heather Knights
Eamon Gormley
Sonia Perri

[Companion Website](#)

UNIT 1C and 1D -Essential Content

Context: 1C—Personal information and communication technologies
1D—Community information and communication technologies

SOCIAL IMPLICATIONS AND TRENDS	Key Terms	Textual References	Web links, Articles, Journals, PDF's, Doc's
<p>Impact of ICT on individuals, communities, and environments</p>			
<p>Discuss changes in ICT and how the rate of that change affects (1C)</p> <ul style="list-style-type: none"> • personal values • productivity • communication patterns • lifestyles <p>Discuss the influence of ICT use on: (1C)</p> <ul style="list-style-type: none"> • behaviour • personal opinions or decisions • Attitudes • relationships <p>Discuss the impact of ICT use on work and communication patterns within the small business or community environment (1D)</p> <p>Discuss the impact of ICT use on the lifestyle of the individual, their work values and productivity issues (1D)</p> <p>Describe the advantages and disadvantages of ICT use within small business and the community. (1D)</p>	<p>Telecommuting Email-Instant Messaging</p> <p>Virtual Worlds Role Playing Games</p> <ul style="list-style-type: none"> • Second Life <p>Internet Addiction Social Networking—Web 2.0</p> <ul style="list-style-type: none"> • Chat • MSN • Cyber dating <p>Telecommuting Email-Instant Messaging</p>	<p>Discovering Computers Chapter 11</p> <p>Information Technology Chapter 4</p> <p>Information and Software Technology Chapter 5</p>	<p>http://www.teach-ict.com/newsttopics.htm Virtual Addiction</p> <ul style="list-style-type: none"> • <i>Internet Addiction</i> • <i>Dating</i> • <i>VA</i> • <i>Chat</i> • <i>Widows</i> • <i>Internet Abuse</i> <p>http://en.wikipedia.org/wiki/Happy_slapping <i>Video Violence-Filmed</i> Children prefer TV, reading and computer games to sport and art http://www.webequip.com.au/Interactive_Tas_k2/social_impacts.htm <i>Social Impacts of ICT</i> http://www.bbc.co.uk/dna/h2g2/alabaster/A650684 <i>The Internet's Affect On Society</i> http://www.teach-ict.com/news/news_social.htm <i>Case Studies</i> http://www.netalert.gov.au/advice/risks.html</p>

Values, Ethics and Inclusivity			
<p>The individuals rights for privacy (1C)i.e. the right of individuals and companies to deny or restrict collection and use of information about them</p> <p>The individual and community rights for privacy (1D)</p> <p>The responsibility and safeguards and protection required for: (1C and 1D)</p> <ul style="list-style-type: none"> • the access of information • availability of information • security of information <p>The potential for misuse of ICT within a personal context. (1C)</p> <p>The potential misuse of online solutions e.g. email (1D)</p>	<p>Privacy of information Cyber bullying Stalking Instant messaging</p> <p>Employee monitoring</p> <p>User's responsibility:</p> <ul style="list-style-type: none"> • Passwords • Hardware locks • Spyware • Anti-virus software • Content filtering or Parental Control e.g. <i>NetNanny</i> • Email and message filtering • Censorship of content • Electronic Profiles • Trusted source <p>Happy-slapping Identity theft Phishing Key-logging Cookies Malware</p> <ul style="list-style-type: none"> • Trojan Horse • Virus's • Worms • Adware etc <p>Theft and vandalism Software Theft</p> <p>email, e-banking, CCTV</p>	<p>Discovering Computers Chapter 11</p> <p>Information Technology Chapter 4</p> <p>Information and Software Technology Chapter 5</p>	<p>http://www.teach-ict.com/newsttopics.htm</p> <p>NetAlert- Australian Government Website- Information on Privacy-Spam-Phishing-Pharming-Content Filters-What you can do-Cyber Bullying-Chat Rooms-Stalkers-Internet risks-Laws-What you can report-nettiquite-virus-firewall-trojan-cookie-spyware-adware-interent security-https-locks-key logging-mouse trapping-PTP-instant messaging</p> <p>www.perth.ymca.org.au/index.php?id=6</p> <p><i>Example of company policy on information privacy</i></p> <p>www.privacy.gov.au/internet/internet_privacy/</p> <p>www.privacy.gov.au/internet/tools/index.html.</p> <p>www.accc.gov.au.</p> <p>ID Theft – A kit to prevent and respond to identity theft.</p> <p>http://www.copyright.org.au/information/specialinterest/film.htm <i>Information for film makers, film producers, audiovisual producers, multimedia producers, television and radio broadcasters. Also for people who want to download, copy or show a film, video, DVD or television program</i></p> <p>http://www.uiuc.edu/cgi-bin/info</p> <p><i>Determine what information your browser is sending with each web page request.</i></p> <p>Cookie Crusher, Cookie Pal and Cookie Cruncher. <i>Rejecting or managing Cookies</i></p> <p>http://www.cybersmartkids.com.au/ <i>Teaches students how to protect themselves against</i></p>

			<p><i>security issues</i></p> <p>Online Detective</p> <p>http://www.securitystats.com/tools/password.php</p> <p><i>Test the strength of your password-visit the following link:</i></p> <p>http://www.computerhope.com/vdef.htm</p> <p><i>Identity Theft-Security Issues and Definitions</i></p> <p>ClickView – Social and Ethical Issues</p> <p>Social Implications of the Internet (pdf)</p> <p>IT Security</p> <p>Phishing – who is responsible</p> <p>Thailand bans Youtube</p> <p>Australian copyright council</p> <p>10 Commandment of Computer Ethics</p> <p><u>ACTS</u></p> <p>No Electronic Theft (NET) Act</p> <p>Children’s On-line Privacy Protection Act (COPPA)</p> <p>Childrens Internet Protection Act (CIPA)</p> <p>CAN-SPAM Act</p> <p><u>Example of Website Terms of Use Policy – protective measures</u></p>
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Past and Emerging Trends in ICT			
The major trends in ICT for personal use (1C)	instant messaging FTP- e.g. MySpace/Facebook Digital convergence Dance pads Motion sensing game controllers Embedded computers-GPS-vehicle sensors Smart phones Home media entertainment centres Handheld entertainment Personal mobile devices Webcam and video technology Internet telephony e.g. Skype Wireless technology Bluetooth-IrDA On-line shopping/auctions	Discovering Computers Special Feature Digital Entertainment-Convergence Information and Software Technology Chapter 5	http://www.teach-ict.com/newsttopics.htm http://en.wikipedia.org/wiki/Technological_convergence <i>Definition of Technology Convergence</i> www.skype.com Internet Telephony Digital Divide Network Pete's Gadgets http://www.bbc.co.uk/webwise/helpplus/index.shtml <ul style="list-style-type: none"> • On-line Video on • Broadband • Peer-to-Peer Networks • WIFI • Media Players • Staying safe (Firewall) Working from home Teleworking http://www.teach-ict.com/news/news_social.htm <i>Personal Social Effects of ICT</i> What is Web 2.0
The impact and influence of these trends on decision-making and choices. (1C)	Telecommuting Information rich and information poor		
Emerging trends of online solutions. (1D)	e-banking, Internet telephony, CCTV, GPS systems, Podcasts, blogs, wikis, push music, e-books, e-news, e-journals, on-line auctions		
Effects of these emerging new trends on the way information is being published (1D)	Accuracy and reliability of information privacy of information, information rich and information poor, digital divide		

HARDWARE AND SOFTWARE	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
Hardware Components And Functions			
<p>Hardware requirements for personal computer systems including peripheral devices. (1C)</p> <p>Hardware requirements for small business and community computer systems including simple networking and peripheral devices e.g. projectors (1D)</p> <p>Processing and components (1C)</p> <p>Hardware components(1D)</p> <ul style="list-style-type: none"> • terminology associated with hardware components • interaction of the components • role and purpose of the components • capabilities and limitations of components 	<p>Operating Systems</p> <ul style="list-style-type: none"> • Peer-to-Peer • Client/Server <p>Hardware</p> <ul style="list-style-type: none"> • Fileservers/workstations • Network Interface Cards <p>Cabling</p> <ul style="list-style-type: none"> • Wired • Wireless <p>Definition of the information processing cycle</p> <ul style="list-style-type: none"> • Input • Process • Output • Storage • Communication <p><u>System Unit</u></p> <p>Processor-CPU</p> <p>Clock speed</p> <ul style="list-style-type: none"> • Celeron • Pentium • Itanium or Xeon 	<p>Discovering Computers Special Feature-Buyers Guide-How to Purchase a Personal Computer</p> <p>Discovering Computers Chapter 1, 4, 5, 6, 7, 9</p> <p>Special Feature- Personal Mobile Devices</p> <p>Information Technology Chapter 7</p> <p>Information and Software Technology Chapter 2</p>	<p>http://www.teach-ict.com/newsttopics.htm</p> <p>Hardware Jargon Guide</p> <p>PC Architecture</p> <p>Windows Hardware Compatibility List</p> <p>Configure a Desktop or Notebook</p> <p>http://computer.howstuffworks.com/hardware-channel.htm</p> <p>Descriptions of hundreds of Computer devices and Peripherals</p> <p>http://www.karbosguide.com/illustrated Guide to PC Hardware</p> <p>www.kidsdomain.com/brain/computer/lesson/comp_les1.html</p> <p><i>Easy to read good site-includes tutorials- Perhaps a little outdated</i></p> <p>Information about Cameras</p> <ul style="list-style-type: none"> • How many pictures fit on a memory card • Video Recording Time • Memory Card speed • Useful information <p>LAN Parties</p> <p>www.sandisk.com</p> <p>Pc Cards-Compact Flash-SmartMedia</p> <p>www.olympus.com Picture Card</p> <p>Information Processing Cycle</p> <p>Acquisition-Input-Validation-Manipulation-Storage-Retrieval-Output-Communication-Disposal</p> <p>http://en.wikipedia.org/wiki/Wireless USB</p> <p>http://en.wikipedia.org/wiki/Bluetooth</p> <p>http://en.wikipedia.org/wiki/Irda</p> <p>http://en.wikipedia.org/wiki/Cellular radio</p> <p>http://en.wikipedia.org/wiki/Broadcast radio</p> <p>Encyclopaedia Britannica Computer Components</p> <p>All things hardware</p>

<p>Input and output and list common devices and their functions (1C)</p>	<p>Input device examples:</p> <ul style="list-style-type: none"> • Keyboard • Pointing Devices • Mouse • Touchpad • Pointing Stick • Joystick • Wheel • Gamepad • Light-pen 	<p>Output Device examples</p> <p><u>Display Devices:</u></p> <ul style="list-style-type: none"> • Monitors • LCD <p><u>Printers</u></p> <ul style="list-style-type: none"> • Inkjet • Photoprinter • Mobile Printer <p><u>Audio Output Devices</u></p> <p>Speakers and Headsets</p> <p>Other:</p> <p>Force Feedback</p>	<p>http://www.bbc.co.uk/webwise/helpplus/index.shtml</p> <ul style="list-style-type: none"> • On-line Video on • Broadband • Peer-to-Peer Networks • WIFI • Media Players • Staying safe (Firewall)
<p>Memory/storage devices (1C)</p>	<p>Magnetic Disk examples:</p> <ul style="list-style-type: none"> • Hard disk • External HDD's • Floppy disk • Zip disk <p>Miniature Mobile Storage</p> <ul style="list-style-type: none"> • Flash memory card • Picture card • Memory Stick • USB Flash Drive • Flash memory <p>Used with PDAs, smart phones, printers, digital cameras, audio players</p>	<p>Optical Disk examples</p> <ul style="list-style-type: none"> • CD • DVD <p>Magnetic</p> <ul style="list-style-type: none"> • Tape <p>PC CARD</p> <ul style="list-style-type: none"> • Flash <p>Memory</p> <ul style="list-style-type: none"> • RAM • ROM • Cache 	

<p>Communication and components (1C and 1D)</p> <p>Some uses of communications technology for the personal user may include:</p> <ul style="list-style-type: none"> • Internet • Web • e-mail • Instant messaging • Chat rooms • News groups • Internet telephony • FTP • Web folders • Computer fax/modem 	<p><u>Definition:</u> <i>Process in which two or more computers or devices transfer data, instructions, and information</i></p> <p><u>Communications Channel</u></p> <ul style="list-style-type: none"> • Wire <ul style="list-style-type: none"> ▪ cable,-Optical • Wireless <ul style="list-style-type: none"> ▪ Bluetooth-IrDA (Infrared Data Association) • Radio <ul style="list-style-type: none"> ▪ Cellular Radio ▪ Broadcast Radio <p><u>Common Communication Devices</u></p> <ul style="list-style-type: none"> • dial-up modems • ISDN and DSL modems • cable modems • wireless modems <p><u>Adaptor Cards</u></p> <ul style="list-style-type: none"> • Graphics cards • Midi • Sound card • Video and video Capture • Firewire <p><u>Expansion Slots</u></p> <ul style="list-style-type: none"> • Plug and Play <p><u>Ports and Connectors</u></p> <p><i>Definition: Ports connects external devices to system unit</i></p> <p><i>Definition: Connectors joins cable to peripherals</i></p> <ul style="list-style-type: none"> • Mouse • Printer • Audio • Telephone line-in • Firewire • Network • Serial • Monitor • USB 		
<p>Interaction of components and their function. (1C and 1D)</p>	<p><u>Buses</u></p> <p><i>Definition: Channel that allows devices inside computer to communicate with each other</i></p>		

Applications and Systems Software			
<p>Common systems software and the operating system used in a personal computer (1C)</p> <p>Commonly used applications software, such as word processing, presentation and desktop publishing, graphics, spreadsheet, graphing, email and internet applications. (1C)</p>	<p><i>Example only of Software for Personal User</i></p> <p><u>Systems Software</u></p> <ul style="list-style-type: none"> • Operating Systems <ul style="list-style-type: none"> ▪ File Manager Image viewer e.g. Windows Picture and Fax viewer ▪ Uninstaller ▪ Disk defragmenter ▪ Backup utility ▪ Personal Computer Maintenance <p><u>Application software</u></p> <ul style="list-style-type: none"> • Software Suite (Personal Use) • Image editing • Photo Editing • Clip Art/Image Gallery • Video and Audio Editing • CD/DVD Burning Software <p><u>Communications Software</u></p> <ul style="list-style-type: none"> • Email • Web browser • Chat room • Instant Messaging <p><u>Other Software</u></p> <ul style="list-style-type: none"> • Anti-virus • Spyware • Compression • Personal Firewall • Media Player • Internet Filter 	<p>Discovering Computers Chapter 2, 3, 8 Special Feature: Making Use of the Web</p> <p>Information and Software Technology Chapter 3</p>	<p>Software Definition</p> <p>Operating Systems</p> <p>Graphic Model of Software</p> <p>Basic Computer Maintenance</p>

<p>Operating systems software required for small business or community systems (1D)</p> <p>Applications software appropriate to tasks in a small business environment (1D)</p> <p>Email communications and computer control of simple devices and processes (1D)</p>	<p><i>Example only of Software for Business User</i></p> <p><u>Systems Software</u></p> <ul style="list-style-type: none"> • Operating Systems <ul style="list-style-type: none"> ▪ Backup utility <p><u>Application software</u></p> <ul style="list-style-type: none"> • Word Processing • Spreadsheet • Database • Software Suite (Small Business) • Email client • Presentation graphics • Personal information manager • Desktop publishing • Image editing • Multimedia software • Video and audio editing • CD/DVD burning software <p><u>Other Software</u></p> <ul style="list-style-type: none"> • Anti-virus • Spyware • Compression • Firewall software • Media Player 		<p>How to use MS Outlook</p> <ul style="list-style-type: none"> • Meeting • Calendar • Scheduling • Email • Contact Database • Sharing <p>Video on Security Issues to do with WIFI</p>
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Design and acquisition of hardware and software			
<p>Selection and configuration of hardware and software components to form a suitable personal computer system (1C)</p> <p>Comparison of the costs of personal systems available in the marketplace (1C)</p> <p>Factors to consider when acquiring hardware and software. (1C)</p> <p>Selection and configuration of hardware and software components to form a small business or community computer system (1D)</p> <p>Typical methods of acquisition of hardware and software for small business or community organisation (1D)</p> <p>Licensing requirements of common software applications and the consequences for illegal acquisition (1D)</p>	<p>Identify technical specifications in terms of hardware and software requirements</p> <ul style="list-style-type: none"> • benchmarking <p>Value added resellers or buying on-line</p> <p>Hardware warranty Upgrade costs Hardware and software compatibility</p> <p>Software Licensing</p> <ul style="list-style-type: none"> • Licensed • Freeware • Shareware • Public Domain • Trialware <p>Training and support Helpdesk On-line support Security</p> <p>Purchase/leasing/renting/</p> <p>Single user Per seat license model Site license model Concurrent license model Software piracy consequences</p>	<p>Discovering Computers Special Feature- How to buy a Personal Computer</p> <p>Information Technology Chapter 8</p> <p>Information and Software Technology Chapter 4</p>	<p>What is benchmarking?</p> <p>Hardware/software compatibility</p> <p>PC Architecture</p> <p>Computer Workstation Ergonomics</p> <p>Guide to buying a PC</p> <p>Different types of software</p> <ul style="list-style-type: none"> • Retail • Shareware • Demo • Crippleware • Adware • Spyware • Freeware • OEM • Public Domain <p>Healthy Computing</p> <p>Computer Leasing</p>

Processing and Management of Data			
Develop procedures to manage personal digital resources (1C)	<ul style="list-style-type: none"> • Organizing files and folders • Correct file naming conventions • Internet search strategies • What is a URL • Search engines • Types of web sites <ul style="list-style-type: none"> ▪ Portals ▪ News ▪ Informational ▪ Business/marketing ▪ Educational ▪ Entertainment ▪ Advocacy ▪ Blog ▪ Wiki ▪ Content aggregator ▪ Personal 	Discovering Computers Chapter 2 and Special Feature	<p>Files-Folder management</p> <ul style="list-style-type: none"> • Working with files and folders • Open a file or folder • Save a file • Rename a file • Moving and copying files by using the drag-and-drop method <p>How to search the web</p> <p>7 Tips to Manage your Files and Folders better</p> <p>How to do a web search</p> <p>Tips Searching in Google (PDF)</p> <p>Basic Search Tips and Advanced Boolean Explained</p>
Develop search strategies for sourcing data (1C)		Information Technology Chapter 7	
Characteristics of information produced for different purposes and the procedures to record, store, search, retrieve, backup and archive data(1D)		Information and Software Technology Chapter 4	
Specific skills to manipulate and transform data as information e.g. production of reports and charts. (1D)			
Develop specific skills to manipulate and transform data (1C)			

Creative Application of Information Design			
<p>Principles Audience, the design and the final presentation of information (1C)</p> <p>Use of ICT design principles and elements to create, edit and present information for a specific purpose, audience and client specifications. (1D)</p> <p>Introduction to the characteristics of information including common formats, preferred conventions and simple techniques for navigating information(1D)</p> <p>Introduction to publishing options, media and formats (1D)</p> <p>Techniques used for representing the design of solutions and the criteria for evaluating the effectiveness of information output. (1D)</p> <p>Apply the principles and elements of information design (purpose, audience and client specifications) to the development of information products (1C)</p>	<p>Define Audience Characteristics of Audience including:</p> <ul style="list-style-type: none"> • Knowledge levels • Interest levels • Language skills • Age • Gender • Information needs • Special needs • Culture and background <p>Clarify message Organize content/information Design for Impact Effective use of colours Effective use of space Effective use of text-typography Using graphics for impact</p> <p>The Elements of Design</p> <ul style="list-style-type: none"> • Line • Shape • Perspective • Scale • Texture • Colour • Typography <p>The Principles of Design</p> <ul style="list-style-type: none"> • Balance • Symmetry • Graduation • Repetition • Contrast • Harmony 		<p>http://desktoppub.about.com/od/courses/ht/how_to_do_dtp.htm Desktop Publishing</p> <p>http://www.elginbiz.com/webpagedesign/brochure.shtml e-brochure</p> <p>http://www.soe.uoguelph.ca/webfiles/agalvez/poster/#1 creating an effective poster</p> <p>http://desktoppub.about.com/od/microsoft/bb/powerpointrules.htm Creating an effective presentation</p> <p>http://desktoppub.about.com/cs/pagelayout/f/design_newsltr.htm How to design a good newsletter</p> <p>http://advertising.about.com/cs/agencies/ht/Create_Flyer.htm?terms=creating+flyers How to create a Flyer</p> <p>Design Basic Design Principles Principles of Design http://www.grantasticdesigns.com</p> <p>Colours http://www.colorsontheweb.com/colorinformation.asp Colour Wheel Calculator http://www.geekmanuals.com/designIndex.htm http://library.albany.edu/imc/webdesign/index.htm Colour Wheel Calculator http://www.rocketface.com/</p>

<p>Identify the criteria for evaluating the effectiveness of the design and output (1C)</p>	<ul style="list-style-type: none">• Dominance• Unity• Space• Movement		<p>Typography http://psychology.wichita.edu/surl/usabilitynews/3S/font.htm</p> <p>Watch Your Language (pdf) Print and Graphic Design Principles http://vowe.net/archives/003536.html http://www.ridiculent.com/ Converting raster to vector Why bother sketching? More on why bother sketching Investigation of website navigation techniques Designing Web Navigation</p>
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WORKPLACE PRACTICES AND CAREERS	Key Terms	Textual References	Web links, Articles, Journals, PDFs, Docs
Career Work and Jobs			
<p>Identify pathways and opportunities within the personal environment that provide relevant qualifications, experience and skills in ICT (1C)</p> <p>Use ICT for personal use to support lifelong learning (1C)</p> <p>Identification of pathways, qualifications, experiences and personal attributes required for working within the ICT industry.(1D)</p> <p>Work structure options in the small business or community organisation marketplace e.g. working from home, ‘tele-working’, contract work</p>	<p>Career opportunities in the following fields</p> <ul style="list-style-type: none"> • Computer hardware • Computer software • Computer service and repair • Computer sales • Computer education and training <p>Training pathways Trade school (TAFE) and University</p>	<p>Discovering Computers Chapter 15</p> <p>Information Technology Chapter 6</p> <p>Information and Software Technology Chapter 6</p>	<p>Web Careers Guide</p> <p>ICT Careers Portal</p> <p>Working from home</p> <p>Teleworking</p>
Work Environments and Legislation			
<p>Describe the implications of legislation for users of ICT at school and home (1C)</p> <p>Identification of relevant legislation and legal, moral and social responsibilities of ICT users e.g. equal opportunity anti-discrimination and industrial relations (1D)</p> <p>Occupational safety and health requirements, ergonomic practices and critical environmental factors (1D)</p> <p>Describe the principles, ergonomic practices and critical factors that affect ICT users and their environment. (1C)</p>	<p>Fair dealing principles</p> <p>Recognition that Australian copyright law does not refer to intellectual property, correct terminology is moral use.</p> <p>Occupational safety and health</p>	<p>Discovering Computers Chapter 11, 15</p> <p>Information Technology Chapter 6</p> <p>Information and Software Technology Chapter 6</p>	<p>WorkSafe</p> <p>Example of Code of Conduct</p> <p>Copyright and moral use</p> <p>Copyright scenarios in education</p> <p>Equal opportunity –Age-Sex-Race...</p> <p>Ergonomics in Australia</p> <p>Healthy Computing</p> <p>Office Ergonomics</p> <p>Computer Workstation Ergonomics</p> <p>Safe Computing</p>

Technology Processes in the Workplaces			
<p>Demonstrate the application of ICT methodologies used for problem solving (1C)</p> <p>Demonstrate simple techniques for representing the design of solutions e.g. design briefs, annotated diagrams and storyboards (1C)</p> <p>Demonstrate the use of ICT to increase personal efficiency and quality of output. (1C)</p> <p>Application of ICT problem-solving methodologies used in the small business or community organisation (1D)</p> <p>Application of ICT to increase efficiency and quality e.g. organisational/time management skills, cooperative and collaborative teamwork, enterprise and creativity in the small business or community organisation (1D)</p>	<p>A storyboard/design brief layout is a scene by scene drawing of the sequence of the action. Storyboards tell the story visually with enough detail for developers to know what to build.</p> <p>Can include:</p> <ul style="list-style-type: none"> • Graphical design • Camera angles • Movement • Passage of time • Instructional information <p>E.g. Software: Ms Outlook small business software Mobile computing for small business Telecommuting</p>		<p>How to Storyboard (Web Careers Guide)</p> <p>Why use a storyboard</p> <p>Free Storyboarding Software</p> <p>Storyboard PC-Excellent Download on-line creation of storyboarding with tips etc.</p> <p>Why is storyboarding important</p> <p>Video on MS Office Small Business 2007</p> <p>Working from home</p> <p>Teleworking</p>

Reference Guide

Other Recommended Text

The Digital Photo Idea Book. Kate Binder and Richard Binder, ISBN 0-07-222721-4

Understanding Computers: Today and Tomorrow. Deborah Morley, Charles Parker, ISBN -10: 1418860557.

IT at Work, 2nd Edition. Helen Anderson, P Chrisopherson, R Timmer-Arend, Macmillan.

Natcoll Books on software applications: www.natcoll.co.nz.

Multimedia Design Tutorials

Flash, Illustrator, Photoshop, Maya, Other – <http://www.hed.swinburne.edu.au/design/tutorials/>

Application Tutorials

<http://www.teacherclick.com/> (Macromedia)

<http://www.elearnage.com/elearn/index.htm> (Flash MX)

<http://www.kirupa.com/developer/flash/index.htm> (Flash)

<http://www.entheosweb.com/Flash/default.asp> (Flash)

General Internet Resources

www.teach-ict.com (UK website)

<http://whatis.techtarget.com>

www.teacherclick.com (free online computer tutorials)

www.itrainonline.org

www.ssrc.com.au (Senior Students Resource Centre)

<http://aitcos.pbwiki.com>

<http://www.port80.asn.au> (Australian Web Developers Community)

www.thinkfree.com (Big Pond: synchronise files)

<http://del.icio.us/cstansw> (Community exchange for educational bookmarks, free stock photos etc)

Specific Internet Resources

Social Implications and Trends

<http://www.teach-ict.com/newstopics.htm>

Virtual Addiction

- *Internet Addiction*
- *Dating*
- *VA*
- *Chat*
- *Widows*
- *Internet Abuse*

http://en.wikipedia.org/wiki/Happy_slapping

Video Violence-Filmed

[Children prefer TV, reading and computer games to sport and art](#)

http://www.webequip.com.au/Interactive_Task2/social_impacts.htm

Social Impacts of ICT

<http://www.bbc.co.uk/dna/h2g2/alabaster/A650684>

The Internet's Affect On Society

http://www.teach-ict.com/news/news_social.htm

Case Studies

<http://www.netalert.gov.au/advice/risks.html>

<http://www.teach-ict.com/newstopics.htm>

[NetAlert](#)- Australian Government Website- Information on Privacy-Spam-Phishing-Pharming-Content Filters-What you can do-Cyber Bullying-Chat Rooms-Stalkers-Internet risks-Laws-What you can report-nettiquite-virus-firewall-trojan-cookie-spyware-adware-interent security-https-locks-key logging-mouse trapping-PTP-instant messaging

www.perth.ymca.org.au/index.php?id=6

Example of company policy on information privacy

www.privacy.gov.au/internet/internet_privacy/

www.privacy.gov.au/internet/tools/index.html.

www.accc.gov.au.

[ID Theft – A kit to prevent and respond to identity theft.](#)

<http://www.copyright.org.au/information/specialinterest/film.htm> Information for film makers, film producers, audiovisual producers, multimedia producers, television and radio broadcasters. Also for people who want to download, copy or show a film, video, DVD or television program

<http://www.uiuc.edu/cgi-bin/info>

Determine what information your browser is sending with each web page request.

[Cookie Crusher](#), [Cookie Pal](#) and [Cookie Cruncher](#). *Rejecting or managing Cookies*

<http://www.cybersmartkids.com.au/> *Teaches students how to protect themselves against security issues*

[Online Detective](#)

<http://www.securitystats.com/tools/password.php>

Test the strength of your password-visit the following link:

<http://www.computerhope.com/vdef.htm>

Identity Theft-Security Issues and Definitions

[ClickView – Social and Ethical Issues](#)

[Social Implications of the Internet \(pdf\)](#)

[IT Security](#)

[Phishing – who is responsible](#)

[Thailand bans Youtube](#)

[Australian copyright council](#)

ACTS

No Electronic Theft (NET) Act

Children's On-line Privacy Protection Act (COPPA)

Children's Internet Protection Act (CIPA)

CAN-SPAM Act

<http://www.teach-ict.com/newstopics.htm>

http://en.wikipedia.org/wiki/Technological_convergence

Definition of Technology Convergence

www.skype.com *Internet Telephony*

[Digital Divide Network](#)

[Pete's Gadgets](#)

http://www.teach-ict.com/news/news_social.htm

Personal Social Effects of ICT

[What is Web 2.0](#)

Hardware and Software

<http://www.teach-ict.com/newstopics.htm>

[Hardware Jargon Guide](#)

[PC Architecture](#)

[Windows Hardware Compatibility List](#)

<http://www1.ap.dell.com/content/default.aspx?c=auandl=enand~ck=perm>

Configure a Desktop or Notebook

<http://computer.howstuffworks.com/hardware-channel.htm>

Descriptions of hundreds of Computer devices and Peripherals

<http://www.karbosguide.com/>

Illustrated Guide to PC Hardware

www.kidsdomain.com/brain/computer/lesson/comp_les1.html
Easy to read good site-includes tutorials-Perhaps a little outdated

www.sandisk.com
Pc Cards-Compact Flash-SmartMedia

www.olympus.com Picture Card

[Information Processing Cycle](#)
Acquisition-Input-Validation-Manipulation-Storage-Retrieval-Output-Communication-Disposal

http://en.wikipedia.org/wiki/Wireless_USB

<http://en.wikipedia.org/wiki/Bluetooth>

<http://en.wikipedia.org/wiki/Irda>

http://en.wikipedia.org/wiki/Cellular_radio

http://en.wikipedia.org/wiki/Broadcast_radio

<http://www.britannica.com/eb/article-235901/computer>

<http://www.britannica.com/eb/article-9117728/computer>
All things hardware

<http://en.wikipedia.org/wiki/Software> Definition

<http://www.computerhope.com/os.htm>
Operating Systems

http://www.webopedia.com/TERM/s/systems_software.html
Model of Software

<http://www.computerhaven.info/maintenance.htm> Basic Computer Maintenance

Digital Data and Information

http://en.wikipedia.org/wiki/Data_compression
The need for Data Compression

www.angelfire.com/bc/nursinginformatcs/glossary2.html Definition of file format

<http://www.wfu.edu/~matthews/misc/graphics/formats/formats.html> Digital File Formats explained

www.learnthenet.com/english/html/34filext.htm Video Files Format

http://en.wikipedia.org/wiki/Audio_file_format Audio File Formats

<http://www.guistuff.com/articles/imageformats.html>
Image File Formats and the need for Compression

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>
Evaluating Web Pages

http://infopeople.org/training/past/2006/reshaping/Hdt3-eval_checklists.pdf
Evaluating a website (PDF)

<http://www.microsoft.com/windowsxp/using/setup/maintain/filemgmt.msp>

How to organize File and Folders for Windows XP

<http://www.microsoft.com/atwork/manageinfo/files.msp>

7 Tips to Manage your Files and Folders better

<http://www.searchengineshowdown.com/strat/>

How to do a web search

<http://infopeople.org/training/past/2006/reshaping/Hdt6b-googleSeacrhtips.pdf>

Tips Searching in Google (PDF)

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Boolean.pdf>

Basic Search Tips and Advanced Boolean Explained

http://desktoppub.about.com/od/courses/ht/how_to_do_dtp.htm

Desktop Publishing

<http://www.elginbiz.com/webpagedesign/brochure.shtml>

e-brochure

<http://www.soe.uoquelp.ca/webfiles/agalvez/poster/#1> creating an effective poster

<http://desktoppub.about.com/od/microsoft/bb/powerpointrules.htm> Creating an effective presentation

http://desktoppub.about.com/cs/pagelayout/f/design_newsltr.htm How to design a goof newsletter

http://advertising.about.com/cs/agencies/ht/Create_Flyer.htm?terms=creating+flyers How to create a Flyer

Design

<http://www.hed.swin.edu.au/design/tutorials/other/design/> Basic Design Principles Principles of Design

<http://www.grantasticdesigns.com>

Colours

<http://www.colorsontheweb.com/colorinformation.asp>

Colour Wheel Calculator

<http://www.geekmanuals.com/designIndex.htm>

<http://library.albany.edu/imc/webdesign/index.htm>

Colour Wheel Calculator

<http://www.rocketface.com/>

Typography

<http://psychology.wichita.edu/surl/usabilitynews/3S/font.htm>

Print and Graphic Design Principles

<http://vowe.net/archives/003536.html>

Why bother sketching?

More on why bother sketching

Workplace

[Web Careers Guide](#)

<http://www.acs.org.au/ictcareers/index.cfm>

ICT Careers Portal

[WorkSafe](#)

[Example of Code of Conduct](#)

[Copyright and moral use](#)

[Ergonomics in Australia](#)

[Healthy Computing](#)

[Office Ergonomics](#)

[Computer Workstation Ergonomics](#)

[Safe Computing](#)

[Copyright scenarios in education](#)

[Equal opportunity –Age-Sex-Race...](#)

<http://www.cyber-sierra.com/workshops/web101/prepare.htm>
[f \(Web Careers Guide\)](#)

[Why use a storyboard](#)

<http://movies.atomiclearning.com/k12/storyboardpro/>

[Storyboard PC-Excellent Download on-line creation of storyboarding with tips etc.](#)

[Why is storyboarding important](#)

[Video on MS Office Small Business 2007](#)

[Working from home](#)

[Teleworking](#)