



SAMPLE COURSE OUTLINE

**APPLIED INFORMATION TECHNOLOGY
FOUNDATION YEAR 11**

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Sample course outline

Applied Information Technology – Foundation Year 11

Semester 1 – Unit 1

Week	Syllabus Content	
	Knowledge	Skills
1	<p>Introduction</p> <ul style="list-style-type: none"> overview of Semester 1 assessment requirements <p>C11.4 Digital citizenship</p> <ul style="list-style-type: none"> the concept of email netiquette features of email software, including: <ul style="list-style-type: none"> To CC BCC Subject Message Attachments 	<p>C11.4 Digital citizenship</p> <ul style="list-style-type: none"> use email software for personal use
2–3	<p>C11.4 Digital citizenship</p> <ul style="list-style-type: none"> components of the Uniform Resource Locator (URL): <ul style="list-style-type: none"> protocol (http://) server (www) domain purpose (com, edu, gov, net, org) country Boolean search operators <ul style="list-style-type: none"> AND OR NOT considerations for the determination of the validity and accuracy of online sources, including: <ul style="list-style-type: none"> date last updated publication date author the concept of privacy in an online environment related to the use of email and social media methods of maintaining personal privacy and the non-disclosure of personal details when online, including: <ul style="list-style-type: none"> turning off location services (GPS location) using online security techniques, including passwords using privacy settings in social media software using avatars risks of personal online use, including: <ul style="list-style-type: none"> cyber stalking identity theft cyber bullying phishing slander viruses SPAM 	<p>C11.4 Digital citizenship</p> <ul style="list-style-type: none"> conduct an online search using Boolean search operators apply strategies to assess the accuracy of information from an online site apply personal strategies when using email to ensure online security

Week	Syllabus Content	
	Knowledge	Skills
	<ul style="list-style-type: none"> the concept of copyright in an online environment related to the use of email and social media strategies for acknowledging copyright, including: <ul style="list-style-type: none"> citing references bibliographies <p>C11.4 Key words: digital citizenship Key words associated with Digital citizenship:</p> <ul style="list-style-type: none"> search privacy netiquette Boolean phishing virus SPAM 	<p>C11.4 Digital citizenship</p> <ul style="list-style-type: none"> apply strategies for acknowledging copyright
4–6	<p>C11.2 Word processing and data management</p> <ul style="list-style-type: none"> data management techniques for a personal digital workspace, including the use of: <ul style="list-style-type: none"> passwords files and folders file and folder naming conventions document version control features of word processing software for personal use, including: <ul style="list-style-type: none"> document creation fonts, including: <ul style="list-style-type: none"> size style document formatting, including: <ul style="list-style-type: none"> format table line spacing alignment graphics and objects headers/footers edit and proofreading functions, including: <ul style="list-style-type: none"> spell check and grammar check print preview and print options <p>C11.2 Key words: Word processing and data management Key words associated with Word processing and data management:</p> <ul style="list-style-type: none"> font alignment format header/footer file folder 	<p>C11.2 Word processing and data management</p> <ul style="list-style-type: none"> apply simple personal data management techniques to store and access electronic documents use word processing software for personal use use word processing software for personal use to create, format and print documents apply edit and proofreading functions when using word processing software

Week	Syllabus Content	
	Knowledge	Skills
7–9	<p>C11.1 The computer system</p> <ul style="list-style-type: none"> • the purpose of a computer system • the concept of a computer system, including: <ul style="list-style-type: none"> ▪ hardware ▪ software ▪ user • types of computer systems, including: <ul style="list-style-type: none"> ▪ desktop ▪ mobile • purpose and types of hardware devices of a computer system <ul style="list-style-type: none"> ▪ input ▪ processing ▪ output ▪ storage ▪ communication • purpose and types of computer software <ul style="list-style-type: none"> ▪ operating system ▪ application ▪ utility • troubleshooting techniques to resolve common computer system faults • ergonomic and workplace safety and health (WSH) considerations in the setup and use of a computer workstation, including: <ul style="list-style-type: none"> ▪ lighting ▪ ventilation ▪ correct posture ▪ regular exercise • health risks associated with prolonged use of ICT, including: <ul style="list-style-type: none"> ▪ occupational overuse syndrome (OOS) ▪ back strain ▪ eye strain <p>C11.1 Key words: The computer system Key words associated with the computer system:</p> <ul style="list-style-type: none"> • hardware • software • user • desktop • computer system • input • output • processing • storage • operating system • application 	<p>C11.1 The computer system</p> <ul style="list-style-type: none"> • use troubleshooting techniques to resolve common computer system faults • apply appropriate ergonomic practices when using a computer • identify WSH and health risks related to ICT use

Week	Syllabus Content	
	Knowledge	Skills
10–16	<p>C11.5 Project management and C11.3 Presentation software</p> <ul style="list-style-type: none"> components of a design process for the design of a digital product and/or digital solution, including: <ul style="list-style-type: none"> investigate and plan design and draft produce evaluate features of presentation software, including: <ul style="list-style-type: none"> document creation design layout and/or templates transitions animation hyperlinks bullets graphics/clip art print preview and print options features of fonts, including: <ul style="list-style-type: none"> size alignment format spacing the elements of design <ul style="list-style-type: none"> line shape space colours the principles of design <ul style="list-style-type: none"> balance emphasis the concept of time management time management strategies, including: <ul style="list-style-type: none"> time plans journals the concept of target audience techniques for representing the design of a digital product and/or digital solution, including: <ul style="list-style-type: none"> annotated diagrams/sketches storyboards criteria and methods for evaluating a digital product and/or digital solution, including: <ul style="list-style-type: none"> peer self target audience <p>C11.5 Key words: Project management Key words associated with project management:</p> <ul style="list-style-type: none"> target audience design process digital product digital solution time management storyboards 	<p>C11.5 Project management and C11.3 Presentation software</p> <ul style="list-style-type: none"> use presentation software apply time management techniques apply techniques to represent a draft/storyboard apply a design process to create a digital product and/or digital solution plan and create a digital presentation that meets the requirements of a target audience and applies the appropriate elements of design and the principles of design present a digital presentation using presentation software apply edit and proofreading functions when using presentation software

Week	Syllabus Content	
	Knowledge	Skills
	<p>C11.3 Key words: Presentation software</p> <p>Key words associated with the presentation software:</p> <ul style="list-style-type: none">• layout• template• transitions• animation• hyperlinks• font• target audience• elements of design• principles of design	

Semester 2 – Unit 2

Week	Syllabus content	
	Knowledge	Skills
1	<p>Introduction</p> <ul style="list-style-type: none"> • review of Semester 1 • overview of Semester 2 • assessment requirements 	
2–4	<p>C11.6 Spreadsheets</p> <ul style="list-style-type: none"> • features of spreadsheet software for personal use, including: <ul style="list-style-type: none"> ▪ document creation ▪ components (rows, columns, cell reference, menus, formula bar, worksheets) ▪ simple formulas (addition, subtraction, multiplication and division) ▪ simple functions (sum, average) ▪ cell formats (text, date, currency) ▪ charts and graphics ▪ print preview and print options • considerations for the design and layout of spreadsheets for personal use, including: <ul style="list-style-type: none"> ▪ font, size and type ▪ colour ▪ layout ▪ alignment ▪ border <p>C11.6 Key words: Spreadsheets Key words associated with spreadsheets:</p> <ul style="list-style-type: none"> • row • column • cell • worksheet • formula • function • chart • border 	<p>C11.6 Spreadsheets</p> <ul style="list-style-type: none"> • apply formulas, functions and graphics to a spreadsheet • create charts from a spreadsheet • use spreadsheet software to create a simple spreadsheet for personal use • apply design and layout concepts when creating design and layout of spreadsheets • apply edit and proofreading functions when using spreadsheet software
5–7	<p>C11.7 Social collaboration</p> <ul style="list-style-type: none"> • online communication and social media tools, including: <ul style="list-style-type: none"> ▪ blogs ▪ forums ▪ news sites ▪ photo-sharing sites ▪ online games ▪ YouTube • the concept of e-learning • the concept of e-commerce • advantages and disadvantages of online banking • advantages and disadvantages of online buying and selling 	<p>C11.7 Social collaboration</p> <ul style="list-style-type: none"> • use online communication, social media and e-learning tools

Week	Syllabus content	
	Knowledge	Skills
	<p>C11.7 Key words: Social collaboration</p> <p>Key words associated with the social collaboration:</p> <ul style="list-style-type: none"> • blogs • forums • e-learning • e-commerce 	
8–12	<p>E11.2 Desktop publishing</p> <ul style="list-style-type: none"> • the concept of desktop publishing • the purpose of a desktop publishing template • types of desktop publishing templates, including: <ul style="list-style-type: none"> ▪ brochure ▪ calendar ▪ cards • features of desktop publishing applications, including: <ul style="list-style-type: none"> ▪ image frame ▪ text frame ▪ margins ▪ document size ▪ basic editing functions, including: <ul style="list-style-type: none"> o insert o rotate o order o re-size o format options o colour scheme selections <p>E11.2 Key words: Desktop publishing</p> <p>Key words associated with desktop publishing:</p> <ul style="list-style-type: none"> • desktop publishing • template • image frame • text frame 	<p>E11.2 Desktop publishing</p> <ul style="list-style-type: none"> • use desktop publishing software for personal use • use desktop publishing software templates • use desktop publishing software to produce a digital product and/or digital solution • apply edit and proofreading functions when using desktop publishing software
13–16	<p>E11.4 Digital photography and graphics manipulation</p> <ul style="list-style-type: none"> • features of a digital camera • considerations for taking digital photographs, including: <ul style="list-style-type: none"> ▪ format, including file size and file format ▪ resolution ▪ exposure/lighting • considerations for the composition of digital photographs, including: <ul style="list-style-type: none"> ▪ colour ▪ space ▪ horizontal and vertical alignment ▪ contrast ▪ rule of thirds • features of digital image editing software, including: <ul style="list-style-type: none"> ▪ crop ▪ red eye removal ▪ brightness ▪ contrast ▪ rotate 	<p>E11.4 Digital photography and graphics manipulation</p> <ul style="list-style-type: none"> • use a digital camera • use digital image editing software to edit digital images • apply considerations for: <ul style="list-style-type: none"> ▪ taking digital photographs ▪ the composition of digital photographs

Week	Syllabus content	
	Knowledge	Skills
	<ul style="list-style-type: none">▪ flip▪ background removal▪ use of layers▪ text in graphics• social issues related to the manipulation of digital photographs and/or images, including:<ul style="list-style-type: none">▪ defamation▪ bias <p>E11.4 Key words: Digital photography and graphics manipulation</p> <p>Key words associated with digital photography and graphics manipulation:</p> <ul style="list-style-type: none">• file size• resolution• alignment• crop• red eye• layers• defamation• bias	