



## SAMPLE COURSE OUTLINE

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### APPLIED INFORMATION TECHNOLOGY GENERAL YEAR 11

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## Sample course outline

### Applied Information Technology – General Year 11

#### Semester 1 – Unit 1 – Personal communication

Week	Syllabus content	
	Knowledge	Skills
1–2	<p><b>Course introduction</b></p> <ul style="list-style-type: none"> <li>overview of Unit 1</li> <li>assessment requirements</li> </ul> <p><b>Design concepts</b></p> <ul style="list-style-type: none"> <li>the elements of design           <ul style="list-style-type: none"> <li>line</li> <li>shape</li> <li>space</li> <li>texture</li> <li>colour</li> </ul> </li> <li>the principles of design           <ul style="list-style-type: none"> <li>balance</li> <li>emphasis (contrast and proportion)</li> <li>dominance</li> </ul> </li> <li>typography           <ul style="list-style-type: none"> <li>typeface</li> <li>size</li> <li>alignment</li> <li>format</li> <li>spacing</li> </ul> </li> <li>compositional rules           <ul style="list-style-type: none"> <li>rule of thirds</li> <li>grid and alignment</li> </ul> </li> </ul>	<p><b>Design concepts</b></p> <ul style="list-style-type: none"> <li>identify the elements of design and the principles of design in an existing digital product and/or solution</li> <li>apply the elements of design and the principles of design to page layouts</li> </ul>
3–4	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>considerations for document design and development, including:           <ul style="list-style-type: none"> <li>purpose</li> <li>target audience</li> </ul> </li> <li>features of word processing applications for personal use, including:           <ul style="list-style-type: none"> <li>formatting text</li> <li>tables</li> <li>headers and footers</li> <li>drawing objects</li> </ul> </li> <li>considerations for the layout and design of documents, including:           <ul style="list-style-type: none"> <li>typography</li> <li>alignment</li> <li>white space</li> <li>insertion and placement of images</li> <li>compositional rules</li> <li>bulleted lists</li> <li>readability</li> <li>usability</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>use application software of word processing for personal use</li> <li>apply a design strategy to ensure:           <ul style="list-style-type: none"> <li>usability</li> <li>visual design</li> <li>accessibility</li> </ul> </li> </ul>

Week	Syllabus content	
	Knowledge	Skills
5–6	<p><b>Impacts of technology</b></p> <ul style="list-style-type: none"> <li>work health and safety (WHS) considerations for a personal work area, including: <ul style="list-style-type: none"> <li>lighting</li> <li>ventilation</li> <li>ergonomics</li> </ul> </li> <li>responsibilities of users when storing and maintaining private/personal information</li> <li>the concept of digital citizenship</li> <li>consequences of different methods of disposal of out-dated technologies</li> <li>recycling of technology products</li> <li>consequences of using digital media compared to traditional methods of communication</li> <li>implications of placing information and images online, including: <ul style="list-style-type: none"> <li>identity theft</li> <li>cyber stalking</li> </ul> </li> <li>impact of changes in digital technology on: <ul style="list-style-type: none"> <li>personal values</li> <li>productivity in the workplace</li> <li>lifestyle</li> </ul> </li> </ul>	
7–8	<p><b>Hardware</b></p> <ul style="list-style-type: none"> <li>types of computer systems <ul style="list-style-type: none"> <li>desktop systems</li> <li>mobile devices</li> <li>server</li> </ul> </li> <li>purpose of the central processing unit</li> <li>purpose of memory <ul style="list-style-type: none"> <li>primary memory</li> <li>secondary memory</li> </ul> </li> <li>purpose of input devices</li> <li>purpose of output devices</li> <li>types of peripheral devices <ul style="list-style-type: none"> <li>printer/scanner/photocopier (multi-function devices)</li> <li>microphone, speakers, webcam</li> <li>cameras – video and still</li> </ul> </li> <li>troubleshooting techniques to resolve common computer system faults</li> </ul>	<p><b>Hardware</b></p> <ul style="list-style-type: none"> <li>apply troubleshooting techniques to the following situations: <ul style="list-style-type: none"> <li>faulty monitor</li> <li>no power to computer</li> <li>printer not working</li> </ul> </li> </ul>
9–11	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>features of spreadsheet applications for personal use, including: <ul style="list-style-type: none"> <li>simple formulas (addition, subtraction, multiplication and division)</li> <li>functions (sum, average, max, min)</li> <li>formatting and graphs</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>use spreadsheet software for personal budgets</li> </ul>

Week	Syllabus content	
	Knowledge	Skills
12	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>• features of email and webmail for personal use, including: <ul style="list-style-type: none"> <li>▪ attachments</li> <li>▪ storage</li> <li>▪ sorting</li> <li>▪ address book</li> </ul> </li> <li>• types of collaborative management tools <ul style="list-style-type: none"> <li>▪ groupware</li> <li>▪ conferencing</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>• use email software for personal use</li> <li>• use appropriate collaborative software tools for personal communication</li> </ul>
13	<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• considerations for the development of a digital product and/or digital solution, including: <ul style="list-style-type: none"> <li>▪ purpose</li> <li>▪ target audience</li> <li>▪ content</li> <li>▪ presentation medium</li> <li>▪ design concepts</li> </ul> </li> <li>• criteria and methods for evaluating a digital product and/or digital solution, including: <ul style="list-style-type: none"> <li>▪ peer</li> <li>▪ self</li> <li>▪ target audience</li> </ul> </li> </ul>	
14–16		<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>• apply layout and design considerations for the construction of digital product and/or digital solution</li> </ul> <p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• identify the purpose and intended audience for a digital product and/or digital solution</li> <li>• apply selected design elements and principles to create a personal digital product and/or digital solution</li> <li>• evaluate the completed product and/or solution</li> </ul>

## Semester 2 – Unit 2 – Working with others

Week	Syllabus content	
	Knowledge	Skills
1–2	<p><b>Course review</b></p> <ul style="list-style-type: none"> <li>• review Unit 1</li> <li>• overview of Unit 2</li> <li>• review assessment requirements</li> </ul> <p><b>Managing data</b></p> <ul style="list-style-type: none"> <li>• personal data organisation methods, including: <ul style="list-style-type: none"> <li>▪ files and folders</li> <li>▪ appropriate file and folder naming</li> <li>▪ version control</li> </ul> </li> <li>• characteristics of the accuracy and reliability of sources of data, including: <ul style="list-style-type: none"> <li>▪ currency</li> <li>▪ author</li> <li>▪ purpose</li> </ul> </li> <li>• types of internet search tools, including: <ul style="list-style-type: none"> <li>▪ subject directory</li> <li>▪ search engine</li> <li>▪ meta-search</li> </ul> </li> <li>• internet search strategies, including the use of Boolean search operators (AND, OR, NOT)</li> <li>• difference between data and information</li> <li>• awareness of common file formats for: <ul style="list-style-type: none"> <li>▪ documents</li> <li>▪ graphics</li> <li>▪ audio</li> <li>▪ video</li> </ul> </li> </ul>	<p><b>Managing data</b></p> <ul style="list-style-type: none"> <li>• apply personal data organisation methods</li> <li>• create and save data using different file types</li> <li>• use a variety of search engines to locate similar data</li> <li>• use Boolean search operators for detailed searches</li> </ul>
3–4	<p><b>Impacts of technology</b></p> <ul style="list-style-type: none"> <li>• types of computer crime, including: <ul style="list-style-type: none"> <li>▪ development of computer viruses</li> <li>▪ hacking</li> <li>▪ identity theft</li> <li>▪ cyber stalking</li> </ul> </li> <li>• introduction to the relevant regulations that apply to personal ICT use, including: <ul style="list-style-type: none"> <li>▪ copyright acknowledgement</li> <li>▪ slander</li> <li>▪ cyber bullying</li> <li>▪ piracy</li> </ul> </li> <li>• purpose of the fair dealing amendment of the <i>Copyright Act 1968</i> (Australia) for educational purposes</li> <li>• purpose of the <i>SPAM Act 2003</i> (Australia), including appropriate use of: <ul style="list-style-type: none"> <li>▪ email</li> <li>▪ instant messaging (IM)</li> <li>▪ short message service (SMS)</li> <li>▪ multimedia messaging service (MMS)</li> </ul> </li> <li>• responsible digital citizenship related to</li> </ul>	

Week	Syllabus content	
	Knowledge	Skills
	<ul style="list-style-type: none"> <li>cyber bullying</li> <li>impact of digital technology on: <ul style="list-style-type: none"> <li>the health of individuals</li> <li>communication methods</li> </ul> </li> </ul>	
5–6	<p><b>Networks</b></p> <ul style="list-style-type: none"> <li>components of a personal wireless network, including: <ul style="list-style-type: none"> <li>networking adapter</li> <li>router</li> <li>access point</li> </ul> </li> <li>considerations for selecting hardware for a personal wireless network, including: <ul style="list-style-type: none"> <li>hardware compatibility</li> <li>usability</li> <li>internet service providers (ISP)</li> </ul> </li> <li>considerations for network security, including: <ul style="list-style-type: none"> <li>use of a firewall</li> <li>virus protection</li> </ul> </li> </ul>	<p><b>Networks</b></p> <ul style="list-style-type: none"> <li>connect to a wireless network</li> <li>check connectivity of a wireless network</li> </ul>
7–8	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>features of presentation software, including: <ul style="list-style-type: none"> <li>design layout</li> <li>transitions</li> <li>animation</li> <li>hyperlinks</li> </ul> </li> <li>features of audio software, including: <ul style="list-style-type: none"> <li>editing</li> <li>effects</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>use presentation software</li> <li>use audio software</li> </ul>
9–10	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>features of image manipulation software, including: <ul style="list-style-type: none"> <li>select</li> <li>copy</li> <li>paste</li> <li>crop</li> <li>rotate/flip</li> <li>resize</li> <li>filters</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>use image manipulation software</li> </ul>
11	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>features of online database tools, including: <ul style="list-style-type: none"> <li>data input</li> <li>data submission</li> <li>data searching</li> </ul> </li> <li>strategies for troubleshooting software issues and undertaking online training, including: <ul style="list-style-type: none"> <li>manuals</li> <li>online help</li> <li>peer assistance</li> <li>online tutorials</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>use online databases</li> <li>apply software troubleshooting and training options</li> </ul>

Week	Syllabus content	
	Knowledge	Skills
12–13	<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• components of a design process to develop a digital product and/or digital solution <ul style="list-style-type: none"> <li>▪ identify a need</li> <li>▪ schedule of tasks (timeline)</li> <li>▪ research ideas</li> <li>▪ specifications</li> <li>▪ develop ideas</li> <li>▪ develop solutions</li> <li>▪ test solutions</li> <li>▪ modify and adapt</li> <li>▪ evaluate</li> </ul> </li> <li>• time management skills <ul style="list-style-type: none"> <li>▪ scheduling of events</li> <li>▪ prioritisation of tasks</li> <li>▪ development of timelines</li> <li>▪ following up of tasks</li> <li>▪ backup of data</li> </ul> </li> <li>• techniques for representing the design of a digital product and/or digital solution, including: <ul style="list-style-type: none"> <li>▪ annotated diagrams/sketches</li> <li>▪ storyboards</li> <li>▪ wireframe and grid</li> </ul> </li> </ul>	<p><b>Application skills</b></p> <ul style="list-style-type: none"> <li>• plan, design and present an interactive project</li> <li>• use word processing software</li> </ul>
14–16		<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• apply a design process to create a digital product and/or digital solution</li> <li>• apply time management skills</li> <li>• apply the elements of design and the principles of design to create a digital solution to meet user requirements</li> <li>• present a completed project for user evaluation</li> </ul>