



SAMPLE COURSE OUTLINE

APPLIED INFORMATION TECHNOLOGY FOUNDATION YEAR 12

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Sample course outline

Applied Information Technology – Foundation Year 12

Semester 1 – Unit 3

Week	Syllabus content	
	Knowledge	Skills
1–2	<p>Introduction</p> <ul style="list-style-type: none"> overview of Semester 1 assessment requirements <p>C12.4 Project management</p> <ul style="list-style-type: none"> key words associated with project management: <ul style="list-style-type: none"> target audience design process digital product digital solution group work protocols time management the concept of a target audience stages of a design process, such as: <ul style="list-style-type: none"> investigate and plan design and draft produce evaluate types of roles and functions when working in teams to create a digital product and/or digital solution, including: <ul style="list-style-type: none"> project manager researcher media coordinator content writer strategies for effective collaboration while working in a team, including: <ul style="list-style-type: none"> establishing group work protocols clearly identifying roles effective communication establishing clear goals and time lines 	<p>C12.4 Project management</p> <ul style="list-style-type: none"> apply time management techniques apply techniques to represent a draft/storyboard apply a design process to create a digital product and/or digital solution
3–5	<p>C12.1 The computer system</p> <ul style="list-style-type: none"> key words associated with the computer system: <ul style="list-style-type: none"> desktop server operating system computer system input output processing storage operating system application 	<p>C12.1 The computer system</p> <ul style="list-style-type: none"> apply strategies to ensure appropriate physical care for a computer system maintain a safe work environment

Week	Syllabus content	
	Knowledge	Skills
	<ul style="list-style-type: none"> • types of computer systems <ul style="list-style-type: none"> ▪ desktop ▪ mobile ▪ server • 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 • considerations for the physical care of a computer system <ul style="list-style-type: none"> ▪ ventilation ▪ proximity of liquids ▪ dust minimisation • strategies to minimise external threats to a computer system, including: <ul style="list-style-type: none"> ▪ antivirus software ▪ firewall • Workplace Safety and Health (WSH) issues associated with the use of personal information and communications technology, including: <ul style="list-style-type: none"> ▪ safe use of electrical equipment ▪ time spent using technology 	
6–8	<p>C12.2 Word processing and data management</p> <ul style="list-style-type: none"> • key words associated with word processing and data management: <ul style="list-style-type: none"> ▪ data ▪ information ▪ file format ▪ passwords ▪ file ▪ folders ▪ document version ▪ naming convention ▪ version ▪ edit ▪ proofread ▪ print • 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 • the concepts of data and information 	<p>C12.2 Word processing and data management</p> <ul style="list-style-type: none"> • 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 • apply personal data management techniques to store and access electronic documents <p>C12.4 Project management</p> <ul style="list-style-type: none"> • apply time-management techniques • apply techniques to represent a draft/storyboard

Week	Syllabus content	
	Knowledge	Skills
	<ul style="list-style-type: none"> • the concepts of file formats and software associations • types of data backup strategies <ul style="list-style-type: none"> ▪ local ▪ remote • features of word processing software for personal use, including: <ul style="list-style-type: none"> ▪ colour ▪ graphics ▪ shading ▪ borders ▪ horizontal and vertical alignment ▪ tables • edit and proofreading functions, including: <ul style="list-style-type: none"> ▪ thesaurus ▪ find and replace • print preview and print options 	
9–11	<p>C12.3 Presentation software</p> <ul style="list-style-type: none"> • key words associated with presentation software: <ul style="list-style-type: none"> ▪ transitions ▪ animation ▪ hyperlinks ▪ elements of design ▪ principles of design • features of presentation software, including: <ul style="list-style-type: none"> ▪ use of transitions and/or effects ▪ use of animation ▪ embedding hyperlinks ▪ design layout ▪ print preview and print options • 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 (contrast and proportion) ▪ unity 	<p>C12.3 Presentation software</p> <ul style="list-style-type: none"> • use presentation software • 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 • deliver a digital presentation using presentation software • apply edit and proofreading functions when using presentation software <p>C12.4 Project management</p> <ul style="list-style-type: none"> • apply time management techniques • apply techniques to represent a draft/storyboard • apply a design process to create a digital product and/or digital solution

Week	Syllabus content	
	Knowledge	Skills
12–16	<p>E12.1 Sound editing</p> <ul style="list-style-type: none"> • key words associated with sound editing: <ul style="list-style-type: none"> ▪ create ▪ capture ▪ edit ▪ effects ▪ audio formats • features of sound editing applications, including: <ul style="list-style-type: none"> ▪ create ▪ capture ▪ edit ▪ effects • types of audio formats and their respective characteristics, including: <ul style="list-style-type: none"> ▪ Waveform Audio File Format (WAVE, WAV) ▪ Moving Picture Experts Group-1 or 2 (MPEG-1 or MPEG-2) Audio Layer III (MP3) ▪ Windows Media® Audio (WMA) 	<p>E12.1 Sound editing</p> <ul style="list-style-type: none"> • use a sound editing application • use a sound editing application to create a digital product and/or solution • edit an existing audio file • combine two or more audio files <p>C12.4 Project management</p> <ul style="list-style-type: none"> • apply time management techniques

Semester 2 – Unit 4

Week	Syllabus content	
	Knowledge	Skills
1–2	<p>Introduction</p> <ul style="list-style-type: none"> • review of Semester 1 • assessment requirements • overview of Semester 2 <p>C12.5 Online ethics</p> <ul style="list-style-type: none"> • key words associated with online social collaboration: <ul style="list-style-type: none"> ▪ social media ▪ ethical behaviour ▪ collaboration ▪ digital reputation ▪ privacy ▪ code of conduct ▪ connectivity • the concept of online social media • types and features of social media tools • advantages and disadvantages of online collaboration, including: <ul style="list-style-type: none"> ▪ improved connectivity ▪ increased engagement ▪ disclosing personal information and physical location • considerations for appropriate online ethical behaviour, including: <ul style="list-style-type: none"> ▪ using online social media ▪ sharing of personal information and images • consequences of inappropriate online ethical behaviour, including impact on: <ul style="list-style-type: none"> ▪ digital reputation ▪ relationships ▪ employment • the concept of privacy in an online environment and the use of online digital content • the reason for an ICT code of conduct in a school and/or workplace 	<p>C12.5 Online ethics</p> <ul style="list-style-type: none"> • apply appropriate online ethical behaviour when collaborating online

Week	Syllabus content	
	Knowledge	Skills
3–5	<p>C12.6 Spreadsheets</p> <ul style="list-style-type: none"> key words associated with spreadsheets: <ul style="list-style-type: none"> row column cell worksheet formula function chart features of spreadsheet software for personal use, including: <ul style="list-style-type: none"> components (rows, columns, cell reference, menus, formula bar, worksheets) formulas (addition, subtraction, multiplication and division) functions (sum, average, percentage) charts (column, pie, line, bar) print preview and print options considerations for format, design and layout of spreadsheets, including: <ul style="list-style-type: none"> colour readability graphs/charts 	<p>C12.6 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 spreadsheet for a target audience apply design and layout concepts to the design and layout of spreadsheets apply edit and proofreading functions when using spreadsheet software <p>C12.4 Project management</p> <ul style="list-style-type: none"> apply time-management techniques apply techniques to represent a draft/storyboard
6–10	<p>E12.2 Video editing</p> <ul style="list-style-type: none"> key words associated with video editing: <ul style="list-style-type: none"> multimedia (videos, images, audio) transitions effects animations scenes layout timing video formats project files export files aspect ratio and resolution features of digital video editing software, including: <ul style="list-style-type: none"> text (title, captions, credits) multimedia (videos, images, audio) split and clip a video transitions, effects and animations scenes layout timing the concept of video file formats types of video file formats, including: <ul style="list-style-type: none"> project files exported files the concepts of aspect ratio and resolution 	<p>E12.2 Video editing</p> <ul style="list-style-type: none"> use digital video editing software apply a design process to plan and create a simple video presentation apply elements and principles of design when creating a video presentation to meet the requirements of a target audience use project management strategies when planning, creating and presenting a video presentation <p>C12.4 Project management</p> <ul style="list-style-type: none"> apply time management techniques apply techniques to represent a draft/storyboard apply a design process to create a digital product and/or digital solution

Week	Syllabus content	
	Knowledge	Skills
11–16	<p>E12.4 Website development</p> <ul style="list-style-type: none"> • key words associated with website development: <ul style="list-style-type: none"> ▪ navigation ▪ media elements ▪ hyperlinks ▪ authoring • the concept of website design • tools and techniques used to represent the development and design of a website, including: <ul style="list-style-type: none"> ▪ website layout ▪ navigation of the website ▪ use of media elements ▪ use of fonts ▪ use of a colour scheme ▪ use of hyperlinks ▪ location of content • features of web authoring software, including: <ul style="list-style-type: none"> ▪ customise settings ▪ media elements ▪ hyperlinks ▪ navigation structure ▪ test and publish • types of web authoring software, including: <ul style="list-style-type: none"> ▪ basic text editors ▪ source code editors ▪ what you see is what you get applications (WYSIWYG) ▪ word processors 	<p>E12.4 Website development</p> <ul style="list-style-type: none"> • use digital web authoring software to create, test and publish a website <ul style="list-style-type: none"> ▪ apply a design process ▪ apply elements of design and principles of design ▪ use project management strategies • apply edit and proofreading functions when using website authoring software <p>C12.4 Project management</p> <ul style="list-style-type: none"> • apply-time management techniques • apply techniques to represent a draft/storyboard • apply a design process to create a digital product and/or digital solution