**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 | **Introduction**  * overview of Semester 1 * assessment requirements   **C11.4 Digital citizenship**   * the concept of email netiquette * features of email software, including: * To * CC * BCC * Subject * Message * Attachments | **C11.4 Digital citizenship**   * use email software for personal use |
| 2–3 | **C11.4 Digital citizenship**   * components of the Uniform Resource Locator (URL): * protocol (http://) * server (www) * domain * purpose (com, edu, gov, net, org) * country * Boolean search operators * AND * OR * NOT * considerations for the determination of the validity and accuracy of online sources, including: * 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: * 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: * cyber stalking * identity theft * cyber bullying * phishing * slander * viruses * SPAM | **C11.4 Digital citizenship**   * 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 |
|  | * the concept of copyright in an online environment related to the use of email and social media * strategies for acknowledging copyright, including: * citing references * bibliographies   **C11.4 Key words: digital citizenship**  Key words associated with Digital citizenship:   * search * privacy * netiquette * Boolean * phishing * virus * SPAM | **C11.4 Digital citizenship**   * apply strategies for acknowledging copyright |
| 4–6 | **C11.2 Word processing and data management**   * data management techniques for a personal digital workspace, including the use of: * passwords * files and folders * file and folder naming conventions * document version control * features of word processing software for personal use, including: * document creation * fonts, including:   + size   + style * document formatting, including:   + format   + table   + line spacing   + alignment   + graphics and objects   + headers/footers * edit and proofreading functions, including: * spell check and grammar check * print preview and print options   **C11.2 Key words: Word processing and data management**  Key words associated with Word processing and data management:   * font * alignment * format * header/footer * file * folder | **C11.2 Word processing and data management**   * 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 |
| 7–9 | **C11.1 The computer system**   * the purpose of a computer system * the concept of a computer system, including: * hardware * software * user * types of computer systems, including: * desktop * mobile * purpose and types of hardware devices of a computer system * input * processing * output * storage * communication * purpose and types of computer software * 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: * lighting * ventilation * correct posture * regular exercise * health risks associated with prolonged use of ICT, including: * occupational overuse syndrome (OOS) * back strain * eye strain   **C11.1 Key words: The computer system**  Key words associated with the computer system:   * hardware * software * user * desktop * computer system * input * output * processing * storage * operating system * application | **C11.1 The computer system**   * 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 | **C11.5 Project management and  C11.3 Presentation software**   * components of a design process for the design of a digital product and/or digital solution, including: * investigate and plan * design and draft * produce * evaluate * features of presentation software, including: * document creation * design layout and/or templates * transitions * animation * hyperlinks * bullets * graphics/clip art * print preview and print options * features of fonts, including: * size * alignment * format * spacing * the elements of design * line * shape * space * colours * the principles of design * balance * emphasis * the concept of time management * time management strategies, including: * time plans * journals * the concept of target audience * techniques for representing the design of a digital product and/or digital solution, including: * annotated diagrams/sketches * storyboards * criteria and methods for evaluating a digital product and/or digital solution, including: * peer * self * target audience   **C11.5 Key words: Project management**  Key words associated with project management:   * target audience * design process * digital product * digital solution * time management * storyboards | **C11.5 Project management and  C11.3 Presentation software**   * 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 |
|  | **C11.3 Key words: Presentation software**  Key words associated with the presentation software:   * layout * template * transitions * animation * hyperlinks * font * target audience * elements of design * principles of design |  |

## Semester 2 – Unit 2

| **Week** | **Syllabus content** | |
| --- | --- | --- |
| **Knowledge** | **Skills** |
| 1 | **Introduction**   * review of Semester 1 * overview of Semester 2 * assessment requirements |  |
| 2–4 | **C11.6 Spreadsheets**   * features of spreadsheet software for personal use, including: * 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: * font, size and type * colour * layout * alignment * border   **C11.6 Key words: Spreadsheets**  Key words associated with spreadsheets:   * row * column * cell * worksheet * formula * function * chart * border | **C11.6 Spreadsheets**   * 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 | **C11.7 Social collaboration**   * online communication and social media tools, including: * 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 | **C11.7 Social collaboration**   * use online communication, social media and e-learning tools |
|  | **C11.7 Key words: Social collaboration**  Key words associated with the social collaboration:   * blogs * forums * e-learning * e-commerce |  |
| 8–12 | **E11.2 Desktop publishing**   * the concept of desktop publishing * the purpose of a desktop publishing template * types of desktop publishing templates, including: * brochure * calendar * cards * features of desktop publishing applications, including: * image frame * text frame * margins * document size * basic editing functions, including:   + insert   + rotate   + order   + re-size   + format options   + colour scheme selections   **E11.2 Key words: Desktop publishing**  Key words associated with desktop publishing:   * desktop publishing * template * image frame * text frame | **E11.2 Desktop publishing**   * 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 | **E11.4 Digital photography and graphics manipulation**   * features of a digital camera * considerations for taking digital photographs, including: * format, including file size and file format * resolution * exposure/lighting * considerations for the composition of digital photographs, including: * colour * space * horizontal and vertical alignment * contrast * rule of thirds * features of digital image editing software, including: * crop * red eye removal * brightness * contrast * rotate * flip * background removal * use of layers * text in graphics * social issues related to the manipulation of digital photographs and/or images, including: * defamation * bias   **E11.4 Key words: Digital photography and graphics manipulation**  Key words associated with digital photography and graphics manipulation:   * file size * resolution * alignment * crop * red eye * layers * defamation * bias | **E11.4 Digital photography and graphics manipulation**   * use a digital camera * use digital image editing software to edit digital images * apply considerations for: * taking digital photographs * the composition of digital photographs |