**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
 |