**Sample Course Outline**

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 | **Course introduction*** overview of Unit 1
* assessment requirements

**Design concepts*** the elements of design
* line
* shape
* space
* texture
* colour
* the principles of design
* balance
* emphasis (contrast and proportion)
* dominance
* typography
* typeface
* size
* alignment
* format
* spacing
* compositional rules
* rule of thirds
* grid and alignment
 | **Design concepts*** identify the elements of design and the principles of design in an existing digital product and/or solution
* apply the elements of design and the principles of design to page layouts
 |
| 3–4 | **Application skills** * considerations for document design and development, including:
* purpose
* target audience
* features of word processing applications for personal use, including:
* formatting text
* tables
* headers and footers
* drawing objects
* considerations for the layout and design of documents, including:
* typography
* alignment
* white space
* insertion and placement of images
* compositional rules
* bulleted lists
* readability
* usability
 | **Application skills** * use application software of word processing for personal use
* apply a design strategy to ensure:
* usability
* visual design
* accessibility
 |
| 5–6 | **Impacts of technology*** work health and safety (WHS) considerations for a personal work area, including:
* lighting
* ventilation
* ergonomics
* responsibilities of users when storing and maintaining private/personal information
* the concept of digital citizenship
* consequences of different methods of disposal of outdated technologies
* recycling of technology products
* consequences of using digital media compared to traditional methods of communication
* implications of placing information and images online, including:
* identity theft
* cyber stalking
* impact of changes in digital technology on:
* personal values
* productivity in the workplace
* lifestyle
 |  |
| 7–8 | **Hardware*** types of computer systems
* desktop systems
* mobile devices
* server
* purpose of the central processing unit
* purpose of memory
* primary memory
* secondary memory
* purpose of input devices
* purpose of output devices
* types of peripheral devices
* printer/scanner/photocopier (multi‑function devices)
* microphone
* speakers
* webcam
* cameras – video and still
* troubleshooting techniques to resolve common computer system faults
 | **Hardware*** apply troubleshooting techniques to the following situations:
* faulty monitor
* no power to computer
* printer not working
 |
| 9–11 | **Application skills** * features of spreadsheet applications for personal use, including:
* simple formulas (addition, subtraction, multiplication and division)
* functions (sum, average, max, min)
* formatting and graphs
 | **Application skills*** use spreadsheet software for personal budgets
 |
| 12 | **Application skills*** features of email and webmail for personal use, including:
* attachments
* storage
* sorting
* address book
* types of collaborative software tools
 | **Application skills*** use email software for personal use
* use appropriate collaborative software tools for personal communication
 |
| 13 | **Project management*** considerations for the development of a digital product and/or digital solution, including:
* purpose
* target audience
* content
* presentation medium
* design concepts
* criteria and methods for evaluating a digital product and/or digital solution, including:
* peer
* self
* target audience
 |  |
| 14–16 |  | **Application skills*** apply layout and design considerations for the construction of digital product and/or digital solution

**Project management** * identify the purpose and intended audience for a digital product and/or digital solution
* apply selected design elements and principles to create a personal digital product and/or digital solution
* evaluate the completed product and/or solution
 |

#### Semester 2 – Unit 2 – Working with others

| **Week** | **Syllabus content** |
| --- | --- |
| **Knowledge** | **Skills** |
| 1–2 | **Course review*** review Unit 1
* overview of Unit 2
* review assessment requirements
 |  |
| **Managing data*** personal data organisation methods, including:
* files and folders
* appropriate file and folder naming
* version control
* characteristics of the accuracy and reliability of sources of data, including:
* currency
* author
* purpose
* characteristics of internet search engines
* internet search strategies, including the use of Boolean search operators (AND, OR, NOT)
* difference between data and information
* awareness of common file formats for:
* documents
* graphics
* audio
* video
 | **Managing data*** apply personal data organisation methods
* create and save data using different file types
* use a variety of search engines to locate similar data
* use Boolean search operators for detailed searches
 |
| 3–4 | **Impacts of technology** * types of computer crime, including:
* development of computer viruses
* hacking
* identity theft
* cyber stalking
* introduction to the relevant regulations that apply to personal ICT use, including:
* copyright acknowledgement
* slander
* cyber bullying
* piracy
* purpose of the fair dealing amendment of the *Copyright Act 1968* (Australia) for educational purposes
* purpose of the *Spam Act 2003* (Australia), including appropriate use
* responsible digital citizenship related to cyber bullying
* impact of digital technology on:
* the health of individuals
* communication methods
 |  |
| 5–6 | **Networks** * components of a personal wireless network, including:
* network interface card (NIC)
* router
* access point
* considerations for selecting hardware for a personal wireless network, including:
* hardware compatibility
* usability
* internet service providers (ISP)
* considerations for network security, including:
* use of a firewall
* virus protection
 | **Networks** * connect to a wireless network
* check connectivity of a wireless network
 |
| 7–8 | **Application skills** * features of presentation software, including:
* design layout
* transitions
* animation
* hyperlinks
* features of audio software, including:
* editing
* effects
 | **Application skills** * use presentation software
* use audio software
 |
| 9–10 | **Application skills** * features of image manipulation software, including:
* select
* copy
* paste
* crop
* rotate/flip
* resize
* filters
 | **Application skills** * use image manipulation software
 |
| 11 | **Application skills** * features of online database tools, including:
* data input
* data submission
* data searching
* strategies for troubleshooting software issues and undertaking online training, including:
* manuals
* online help
* peer assistance
* online tutorials
 | **Application skills** * use online databases
* apply software troubleshooting and training options
 |
| 12–13 | **Project management*** components of a design process to develop a digital product and/or digital solution
* identify a need
* schedule of tasks (timeline)
* research ideas
* specifications
* develop ideas
* develop solutions
* test solutions
* modify and adapt
* evaluate
* time management skills
* scheduling of events
* prioritisation of tasks
* development of timelines
* following up of tasks
* backup of data
* techniques for representing the design of a digital product and/or digital solution, including:
* annotated diagrams/sketches
* storyboards
* wireframe and grid
 | **Application skills*** plan, design and present an interactive project
* use word processing software
 |
| 14–16 |  | **Project management** * apply a design process to create a digital product and/or digital solution
* apply time management skills
* apply the elements of design and the principles of design to create a digital solution to meet user requirements
* present a completed project for user evaluation
 |