**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private/personal information * the concept of digital citizenship * consequences of different methods of disposal of outdated technologies * recycling of technology products * consequences of using digital media compared to traditional methods of communication * implications of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 |