**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 | **Introduction**  * overview of Semester 1 * assessment requirements   **C12.4 Project management**   * key words associated with project management:   + 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:   + 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:   + project manager   + researcher   + media coordinator   + content writer * strategies for effective collaboration while working in a team, including:   + establishing group work protocols   + clearly identifying roles   + effective communication   + establishing clear goals and time lines | **C12.4 Project management**   * 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 | **C12.1 The computer system**   * key words associated with the computer system:   + desktop   + server   + operating system   + computer system   + input   + output   + processing   + storage   + operating system   + application | **C12.1 The computer system**   * apply strategies to ensure appropriate physical care for a computer system * maintain a safe work environment |
|  | * types of computer systems   + desktop   + mobile   + server * 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 * considerations for the physical care of a computer system   + ventilation   + proximity of liquids   + dust minimisation * strategies to minimise external threats to a computer system, including:   + antivirus software   + firewall * Workplace Safety and Health (WSH) issues associated with the use of personal information and communications technology, including:   + safe use of electrical equipment   + time spent using technology |  |
| 6–8 | **C12.2 Word processing and data management**   * key words associated with word processing and data management:   + 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:   + passwords   + files and folders   + file and folder-naming conventions   + document version control * the concepts of data and information | **C12.2 Word processing and data management**   * 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   **C12.4 Project management**   * apply time-management techniques * apply techniques to represent a draft/storyboard |
|  | * the concepts of file formats and software associations * types of data backup strategies   + local   + remote * features of word processing software for personal use, including:   + colour   + graphics   + shading   + borders   + horizontal and vertical alignment   + tables * edit and proofreading functions, including:   + thesaurus   + find and replace * print preview and print options |  |
| 9–11 | **C12.3 Presentation software**  * key words associated with presentation software:   + transitions   + animation   + hyperlinks   + elements of design   + principles of design * features of presentation software, including:   + use of transitions and/or effects   + use of animation   + embedding hyperlinks   + design layout   + print preview and print options * the elements of design   + line   + shape   + space   + colours * the principles of design   + balance   + emphasis (contrast and proportion)   + unity | **C12.3 Presentation software**  * 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   **C12.4 Project management**   * apply time management techniques * apply techniques to represent a draft/storyboard * apply a design process to create a digital product and/or digital solution |
| 12–16 | **E12.1 Sound editing**  * key words associated with sound editing:   + create   + capture   + edit   + effects   + audio formats * features of sound editing applications, including:   + create   + capture   + edit   + effects * types of audio formats and their respective characteristics, including:   + Waveform Audio File Format (WAVE, WAV)   + [Moving Picture Experts Group](http://en.wikipedia.org/wiki/Moving_Picture_Experts_Group)-1 or 2 (MPEG-1 or MPEG-2) Audio Layer III (MP3)   + Windows Media® Audio (WMA) | **E12.1 Sound editing**  * 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  **C12.4 Project management**  * apply time management techniques |

## Semester 2 – Unit 4

| **Week** | **Syllabus content** | |
| --- | --- | --- |
| **Knowledge** | **Skills** |
| 1–2 | **Introduction**   * review of Semester 1 * assessment requirements * overview of Semester 2   **C12.5 Online ethics**   * key words associated with online social collaboration:   + 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:   + improved connectivity   + increased engagement   + disclosing personal information and physical location * considerations for appropriate online ethical behaviour, including:   + using online social media   + sharing of personal information and images * consequences of inappropriate online ethical behaviour, including impact on:   + 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 | **C12.5 Online ethics**   * apply appropriate online ethical behaviour when collaborating online |
| 3–5 | **C12.6 Spreadsheets**   * key words associated with spreadsheets:   + row   + column   + cell   + worksheet   + formula   + function   + chart * features of spreadsheet software for personal use, including:   + 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:   + colour   + readability   + graphs/charts | **C12.6 Spreadsheets**   * 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   **C12.4 Project management**   * apply time-management techniques * apply techniques to represent a draft/storyboard |
| 6–10 | **E12.2 Video editing**   * key words associated with video editing:   + 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:   + 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:   + project files   + exported files * the concepts of aspect ratio and resolution | **E12.2 Video editing**   * 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   **C12.4 Project management**   * apply time management techniques * apply techniques to represent a draft/storyboard * apply a design process to create a digital product and/or digital solution |
| 11–16 | **E12.4 Website development**   * key words associated with website development:   + navigation   + media elements   + hyperlinks   + authoring * the concept of website design * tools and techniques used to represent the development and design of a website, including:   + 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:   + customise settings   + media elements   + hyperlinks   + navigation structure   + test and publish * types of web authoring software, including:   + basic text editors   + source code editors   + what you see is what you get applications (WYSIWYG)   + word processors | **E12.4 Website development**   * use digital web authoring software to create, test and publish a website   + 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   **C12.4 Project management**   * apply-time management techniques * apply techniques to represent a draft/storyboard * apply a design process to create a digital product and/or digital solution |