**Sample Course Outline**

Applied Information Technology

Foundation Year 12

**Copyright**

© School Curriculum and Standards Authority, 2015

This document – apart from any third party copyright material contained in it – may be freely copied, or communicated on an intranet, for non-commercial purposes in educational institutions, provided that the School Curriculum and Standards Authority is acknowledged as the copyright owner, and that the Authority’s moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the School Curriculum and Standards Authority. Copying or communication of any third party copyright material can be done only within the terms of the *Copyright Act 1968* or with permission of the copyright owners.

Any content in this document that has been derived from the Australian Curriculum may be used under the terms of the [Creative Commons Attribution 4.0 International licence](http://creativecommons.org/licenses/by/4.0/).

**Disclaimer**

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

# 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
 |