



COURSE OUTLINE
APPLIED INFORMATION TECHNOLOGY – FOUNDATION YEAR 11: 2022
UNIT 1 AND UNIT 2



Term and Week	Topic and key teaching points	Syllabus content	Assessments
Term 1 Week 1	Data management techniques Word processing and data management key words Data management skills	Introduction <ul style="list-style-type: none">• introduction to the course• assessment requirements• expectations C11.2 Word processing and data management - Knowledge <ul style="list-style-type: none">• data management techniques for a personal digital workspace, including the use of:<ul style="list-style-type: none">▪ passwords▪ files and folders▪ file and folder naming conventions▪ document version control• Key words associated with Word processing and data management:<ul style="list-style-type: none">▪ font▪ alignment▪ format▪ header/footer▪ file▪ folder C11.2 Word processing and data management - Skills <ul style="list-style-type: none">• apply simple personal data management techniques to store and access electronic documents	

<p>Term 1 Week 2-5</p>	<p>Features of word processing software</p> <p>Word processing skills</p> <p>Editing and proofreading within word processing software</p>	<p>C11.2 Word processing and data management - Knowledge</p> <ul style="list-style-type: none"> • features of word processing software for personal use, including: <ul style="list-style-type: none"> ▪ document creation ▪ fonts, including: <ul style="list-style-type: none"> ○ size ○ style ▪ document formatting, including: <ul style="list-style-type: none"> ○ format ○ table ○ line spacing ○ alignment ○ graphics and objects ○ headers/footers • edit and proofreading functions, including: <ul style="list-style-type: none"> ▪ spell check and grammar check ▪ print preview and print options <p>C11.2 Word processing and data management - Skills</p> <ul style="list-style-type: none"> • 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 	<p>Task 1: Project – Job application letter 15% (Term 1 Weeks 3-5)</p>
<p>Term 1 Week 5-7</p>	<p>Digital citizenship key words</p> <p>Features of email software</p> <p>Email netiquette</p> <p>Using email software for personal use</p> <p>Effective searching using a web browser</p> <p>Risks of being online</p>	<p>C11.4 Digital citizenship - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with Digital citizenship: <ul style="list-style-type: none"> ▪ search ▪ privacy ▪ netiquette ▪ Boolean ▪ phishing ▪ virus ▪ SPAM • the concept of email netiquette • features of email software, including: <ul style="list-style-type: none"> ▪ To ▪ CC 	<p>Task 2: Short answer – Digital citizenship 5% (Term 1 Week 7)</p>



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	<p>Methods to protect privacy when online</p> <p>Copyright in an online environment</p>	<ul style="list-style-type: none">▪ BCC▪ Subject▪ Message▪ Attachments <p>C11.4 Digital citizenship - Skills</p> <ul style="list-style-type: none">• use email software for personal use <p>C11.4 Digital citizenship - Knowledge</p> <ul style="list-style-type: none">• components of the Uniform Resource Locator (URL):<ul style="list-style-type: none">▪ protocol (http://)▪ server (www)▪ domain▪ purpose (com, edu, gov, net, org)▪ country• Boolean search operators<ul style="list-style-type: none">▪ AND▪ OR▪ NOT• considerations for the determination of the validity and accuracy of online sources, including:<ul style="list-style-type: none">▪ date last updated▪ publication date▪ author• risks of personal online use, including:<ul style="list-style-type: none">▪ cyber stalking▪ identity theft▪ cyber bullying▪ phishing▪ slander▪ viruses▪ SPAM• 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:	
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		<ul style="list-style-type: none"> ▪ turning off location services (GPS location) ▪ using online security techniques, including passwords ▪ using privacy settings in social media software ▪ using avatars <p>C11.4 Digital citizenship - Skills</p> <ul style="list-style-type: none"> • 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 <p>C11.4 Digital citizenship - Knowledge</p> <ul style="list-style-type: none"> • the concept of copyright in an online environment related to the use of email and social media • strategies for acknowledging copyright, including: <ul style="list-style-type: none"> ▪ citing references ▪ bibliographies <p>C11.4 Digital citizenship - Skills</p> <ul style="list-style-type: none"> • apply strategies for acknowledging copyright 	
<p>Term 1 Week 8-10</p>	<p>Computer system key words</p> <p>Purpose of the computer system</p> <p>Types of computer systems</p> <p>Hardware components of a computer system</p> <p>Computer system software</p> <p>Basic troubleshooting techniques</p>	<p>C11.1 The computer system - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with the computer system: <ul style="list-style-type: none"> ▪ hardware ▪ software ▪ user ▪ desktop ▪ computer system ▪ input ▪ output ▪ processing ▪ storage ▪ operating system ▪ application 	<p>Task 3: Short answer – The computer system 5% (Term 1 Week 10)</p>



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	<p>Ergonomics and workplace safety and health</p>	<ul style="list-style-type: none">• the purpose of a computer system• the concept of a computer system, including:<ul style="list-style-type: none">▪ hardware▪ software▪ user• types of computer systems, including:<ul style="list-style-type: none">▪ desktop▪ mobile• purpose and types of hardware devices of a computer system<ul style="list-style-type: none">▪ input▪ processing▪ output▪ storage▪ communication• purpose and types of computer software<ul style="list-style-type: none">▪ 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:<ul style="list-style-type: none">▪ lighting▪ ventilation▪ correct posture▪ regular exercise• health risks associated with prolonged use of ICT, including:<ul style="list-style-type: none">▪ occupational overuse syndrome (OOS)▪ back strain▪ eye strain <p>C11.1 The computer system - Skills</p> <ul style="list-style-type: none">• 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	
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<p>Term 2 Week 1-2</p>	<p>Presentation software key words</p> <p>Project management key words</p> <p>Components of a design process</p> <p>Time management strategies</p> <p>Target audience</p> <p>Presentation software features</p> <p>Design elements and principles</p> <p>Representing digital product using diagrams and storyboards</p> <p>Presentation software skills</p> <p>Evaluating a digital product</p>	<p>C11.3 Presentation software - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with the presentation software: <ul style="list-style-type: none"> ▪ layout ▪ template ▪ transitions ▪ animation ▪ hyperlinks ▪ font ▪ target audience ▪ elements of design ▪ principles of design <p>C11.5 Project management - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with project management: <ul style="list-style-type: none"> ▪ target audience ▪ design process ▪ digital product ▪ digital solution ▪ time management ▪ storyboards <p>C11.5 Project management and C11.3 Presentation software - Knowledge</p> <ul style="list-style-type: none"> • components of a design process for the design of a digital product and/or digital solution, including: <ul style="list-style-type: none"> ▪ investigate and plan ▪ design and draft ▪ produce ▪ evaluate • the concept of time management • time management strategies, including: <ul style="list-style-type: none"> ▪ time plans ▪ journals • the concept of target audience 	<p>Task 4: Project – Presentation - Part A - Investigate and plan for a presentation 8% (Term 2 Week 2)</p>
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<p>Term 2 Week 3-7</p>	<ul style="list-style-type: none">• features of presentation software, including:<ul style="list-style-type: none">▪ document creation▪ design layout and/or templates▪ transitions▪ animation▪ hyperlinks▪ bullets▪ graphics/clip art▪ print preview and print options• features of fonts, including:<ul style="list-style-type: none">▪ size▪ alignment▪ format▪ spacing• the elements of design<ul style="list-style-type: none">▪ line▪ shape▪ space▪ colours• the principles of design<ul style="list-style-type: none">▪ balance▪ emphasis• techniques for representing the design of a digital product and/or digital solution, including:<ul style="list-style-type: none">▪ annotated diagrams/sketches▪ storyboards• criteria and methods for evaluating a digital product and/or digital solution, including:<ul style="list-style-type: none">▪ peer▪ self▪ target audience <p>C11.5 Project management and C11.3 Presentation software - Skills</p> <ul style="list-style-type: none">• use presentation software• apply time management techniques	<p>Task 5: Project – Presentation - Part B - Create a presentation 12% (Term 2 Weeks 3-5)</p> <p>Task 6: Extended answer – Presentation - Part C - Complete a written evaluation 5% (Term 2 Week 6)</p>
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		<ul style="list-style-type: none"> • 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 	
<p>Term 2 Week 8-10</p> <p>Term 3 Week 1</p>	<p>Spreadsheets key words</p> <p>Features of Spreadsheet software</p> <p>Design and layout of Spreadsheets</p> <p>Spreadsheet skills</p>	<p>C11.6 Spreadsheets - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with spreadsheets: <ul style="list-style-type: none"> ▪ row ▪ column ▪ cell ▪ worksheet ▪ formula ▪ function ▪ chart ▪ border • features of spreadsheet software for personal use, including: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ font, size and type ▪ colour ▪ layout ▪ alignment ▪ border 	<p>Task 7: Project – Investigate, plan, and create a weekly budget using spreadsheet software 13% (Term 2 Weeks 9-10, Term 3 Week 1)</p>



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		<p>C11.6 Spreadsheets - Skills</p> <ul style="list-style-type: none"> • 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 	
<p>Term 3 Week 2-3</p>	<p>Social collaboration key words</p> <p>Online communication and social media tools</p> <p>Concept of e-learning and e-commerce</p>	<p>C11.7 Social collaboration - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with the social collaboration: <ul style="list-style-type: none"> ▪ blogs ▪ forums ▪ e-learning ▪ e-commerce • online communication and social media tools, including: <ul style="list-style-type: none"> ▪ 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 <p>C11.7 Social collaboration - Skills</p> <ul style="list-style-type: none"> • use online communication, social media and e-learning tools 	<p>Task 8: Short answer – Social collaboration 5% (Term 3 Week 3)</p>



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Term 3 Week 4-8	Desktop publishing key words	<p>E11.2 Desktop publishing - Knowledge</p> <ul style="list-style-type: none">• Key words associated with desktop publishing:<ul style="list-style-type: none">▪ desktop publishing▪ template▪ image frame▪ text frame• the concept of desktop publishing• the purpose of a desktop publishing template• types of desktop publishing templates, including:<ul style="list-style-type: none">▪ brochure▪ calendar▪ cards• features of desktop publishing applications, including:<ul style="list-style-type: none">▪ image frame▪ text frame▪ margins▪ document size▪ basic editing functions, including:<ul style="list-style-type: none">○ insert○ rotate○ order○ re-size○ format options○ colour scheme selections <p>E11.2 Desktop publishing - Skills</p> <ul style="list-style-type: none">• 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	Task 9: Project – Create a DTP document 14% (Term 3 Weeks 5-8)
	Types of desktop publishing templates		
Features of desktop publishing applications	Desktop publishing skills		

<p align="center">Term 3 Week 9-10</p> <p align="center">Term 4 Week 1-4</p>	<p>Digital photography and photo editing key words</p> <p>Features of a digital camera</p> <p>Considerations for taking digital photographs, including composition</p> <p>Features of digital image editing software</p> <p>Social issues related to digital photograph manipulation</p> <p>Digital photography skills</p> <p>Photo editing skills</p>	<p>E11.4 Digital photography and graphics manipulation - Knowledge</p> <ul style="list-style-type: none"> • Key words associated with digital photography and graphics manipulation: <ul style="list-style-type: none"> ▪ file size ▪ resolution ▪ alignment ▪ crop ▪ red eye ▪ layers ▪ defamation ▪ bias • features of a digital camera • considerations for taking digital photographs, including: <ul style="list-style-type: none"> ▪ format, including file size and file format ▪ resolution ▪ exposure/lighting • considerations for the composition of digital photographs, including: <ul style="list-style-type: none"> ▪ colour ▪ space ▪ horizontal and vertical alignment ▪ contrast ▪ rule of thirds • features of digital image editing software, including: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ defamation ▪ bias 	<p>Task 10: Project – Digital photography and photo editing - Part A 8% (Term 3 Week 10, Term 4 Weeks 1-4)</p> <p>Task 11: Short answer – Desktop publishing and Digital photography 5% (Term 3 Week 2)</p> <p>Task 12: Extended answer – Digital photography and photo editing - Part A 5% (Term 4 Week 3)</p>
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		<p>E11.4 Digital photography and graphics manipulation - Skills</p> <ul style="list-style-type: none">• use a digital camera• use digital image editing software to edit digital images• apply considerations for:<ul style="list-style-type: none">▪ taking digital photographs▪ the composition of digital photographs	
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- use a digital camera
- use digital image editing software to edit digital images
- apply considerations for:
 - taking digital photographs
 - the composition of digital photographs