VCE Information Technology Applications: Unit 4 Course Outline

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| **Week** | **Week beginning** | **Content** |  |
|  |  | **Practical** | **Theory** |  |
| 1 | 18/6 | Spreadsheets: functions, techniques and procedures | Formats and conventions Validation techniques | Semester 2 begins |
| 2 | 25/6 | Spreadsheets | File managementTesting Techniques |  |
|  | 2/7 | **Term break** |  |
|  | 9/7 |
| 3 | 16/7 | Spreadsheets |  Spreadsheet Design tools |  |
| 4 | 23/7 | Spreadsheets | Goals of organisations and ISComponents of ISOrganisational decisions |  |
| 5 | 30/7 | Spreadsheets | PSM incl. Analysis activities Evaluation criteria |  |
| 6 | 6/8 | Web authoring or multimedia authoring: functions, techniques and procedures | On-screen user documentationUser interfaces and Information architecture  |  |
| 7 | 13/8 | **AT#1: Information solution (Spreadsheet / RDBMS),**  **On-screen user documentation & Written report** **(6 – 8 lessons)** |  |
| 8 | 20/8 |
| 9 | 27/8 | Importance of data and information to organisationsKey legislationSecurity procedures and equipment |  |
| 10 | 3/9 | Threats to integrity and security of dataPossible consequences of violation of securityEthical dilemmasResolving legal, ethical and social tensions  |  |
| 11 | 10/9 | Cloud computingDisaster recovery strategiesEvaluation criteria for information management strategies |  |
| 12 | 17/9 | **AT#2: Security Test or Written Report****(2 lessons)** |  |
| 13 | 24/9 | **Term break** |  |
| 14 | 1/10 |
| 15 | 8/10 | Exam Revision |  |
| 16 | 15/10 | Exam Revision |  |
| 17 | 22/10 | Exam Revision | Last class Tuesday 23/10 |
| 18 | 29/10 | **VCAA Exams commence 1/11/12 – Finish 22/11/12** |  |