

Sacred Heart *Girls'* College
DIGITAL TECHNOLOGY

Year 11

Curriculum Level 6

Course description: This course requires students to undertake technological practice to create “fit for purpose” digital media outcomes. As part of this practice students plan, develop, test and evaluate prototypes and evaluate these against the requirements of a brief. Students’ also develop skills in using simple programming language, and use a range of tools and enhancements within the Adobe CS5 and Microsoft 2010 suites of software.

Focus Strands and Components:

- **Technological Practice**
 - Brief Development
 - Outcome Development and Evaluation – prototype
- **Digital Technologies**
 - Understand basic concepts of information management
 - Implement a Digital Information outcome
 - Implement a Digital Media outcome

This course aims to:

- Provide students with an opportunity to carry out technological practice in the area of Digital Technologies
- Enable students to integrate data from a range of sources to create “fit for purpose” outcomes
- Enable students to formulate a brief to meet a selected need or opportunity
- Enable students to plan, develop, test and evaluate a prototype to meet the requirements of the brief
- Develop students’ ability to use a simple programming language in order to create an interactive quiz
- Develop students’ ability to express their creativity when designing and making computer based solutions to issues
- Develop students’ ability to use a range of tools and enhancements within the Adobe CS5 Suite of software and Microsoft 2010 Suite of software

Course Duration:

This course runs for 1 year and consists of 4 lessons per week (2 x 50 minutes lessons and 2 x 60 minute lessons)

Learning Outcomes:

Digital Information | Demonstrate understanding of basic concepts of digital information

Students will:

- Demonstrate an understanding of appropriate file management procedures. For example, folder structure, naming conventions, file types, file compression, backing up, managing threats to data.
- Demonstrate an understanding of the role of digital tools and systems for managing information.
- Demonstrate an understanding of the key features and function of operating systems.
- Demonstrate an understanding of the key features and purpose of common application software.
- Demonstrate an understanding of how application software and operating system software interact to manage information.
- Identify and describe legal, ethical and moral issues related to managing information within the school and home environment. For example, the school network, use of the school's online learning environment - Ultranet, sharing data, security of data, copyright.

Digital Information | Implement a Digital Information Outcome

Students will:

- Demonstrate the ability to select appropriate software and apply basic techniques to produce a digital information outcome that meets the design specifications.
- Demonstrate the ability to manipulate and combine data using Microsoft Word and Microsoft Excel.
- Demonstrate an understanding of design elements and formatting techniques to efficiently and clearly communicate a message.
- Demonstrate accuracy in the application of techniques and testing procedures to produce digital information outcome.
- Undertake techniques and testing procedures in a manner that economises the use of resources in the outcome's production and its use.
- Follow legal, ethical and moral responsibilities as appropriate to the outcome.
- Evaluate this outcome's fitness for purpose against the brief.

Digital Media | Implement a Digital Media Outcome

Students will:

- Demonstrate the ability to select appropriate software and apply basic techniques to produce a digital media outcome that meets the design specifications.
- Demonstrate the ability to manipulate and combine data using Adobe InDesign, Adobe Photoshop and Adobe Fireworks.
- Demonstrate an understanding of graphical manipulation such as file formats, flattening, compressing, and working with vector and raster images.
- Demonstrate an understanding of design elements and formatting techniques to efficiently and clearly communicate a message.
- Demonstrate accuracy in the application of techniques and testing procedures to produce digital media outcome.
- Undertake techniques and testing procedures in a manner that economises the use of resources in the outcome's production and its use.
- Follow legal, ethical and moral responsibilities as appropriate to the outcome.
- Evaluate this outcome's fitness for purpose against the brief.

Brief Development | Undertake brief development to address a need or opportunity

Students will:

- Justify the nature of an intended outcome in relation to a need or opportunity.
- Critically analyse their own and others' outcomes to inform the development of ideas for a possible outcome.
- Demonstrate the ability to use storyboarding, flow charts and mock-ups to develop ideas.
- Develop and refine a brief based on the development of ideas and stakeholder feedback.
- Justify the design specifications in terms of key stakeholder feedback and wider community considerations.
- Evaluate this outcome's fitness for purpose against the brief.

Outcome Development and Evaluation | Undertake development to make a prototype to address a brief

Students will:

- Undertake on-going experimentation and functional modelling in order to select tools and techniques to develop an outcome (prototype).
- Analyse stakeholder feedback to select, justify, and develop a final outcome (prototype).
- Trial the prototype to gain evidence of its fitness for purpose in its intended physical and social environment.
- Evaluate the outcome's fitness for purpose against the brief.
- Justify the evaluation using feedback from stakeholders.

Digital Information: *Implement basic procedures to produce a specified digital information outcome.*

MS Word 2010

MS Excel 2010

Brief Development/Make a prototype | Interactive Quiz:

Simple Programming Language [Visual Basic] & MS PowerPoint 2010

Brief Development : *Undertake brief development to address a need or opportunity*

Make a prototype: *Undertake development to make a prototype to address a brief*

Digital Media: Interactive Photobook

Implement basic procedures to produce a specified digital Media outcome.

Graphic Manipulation

Desktop Publishing

Adobe Fireworks

Adobe Photoshop

Adobe InDesign

Digital Information External [1.40]

Demonstrate understanding of basic concepts of information management.

Knowledge and skills developed throughout the year.

14 Page Report.

Course Overview:

The course will provide opportunity for students to be assessed against **Five** achievements standards. The credits contribute toward NCEA and the assessment methods are as follows:

AS Registration No.	Code	Standard Title & Code	Level	Credits	Assessment Method	Domain
AS 91044 v1	1.1	Undertake brief development to address a need or opportunity	1	4	Internal	Generic Technology
AS91073 v1	1.43	Implement basic procedures to produce a specified digital media outcome	1	4	Internal	Digital Technologies
AS91047 v1	1.4	Undertake development to make a prototype to address a brief	1	6	Internal	Generic Technology

AS91071 v1	1.41	Implement basic procedures to produce a specified digital information outcome.	1	4	Internal	Digital Technologies
Total Level 1 Internal Credits Available				18		
AS91070 v1	1.40	Demonstrate understanding of basic concepts of information management.	1	3	External	Digital Technologies
Total Level 1 External Credits Available				3		

The **Internal Standards** will be assessed as follows:

- **Project 1 | Board Report**

- Use a range of tools and techniques within MS Word 2010 to format, integrate and display data.
- Use a range of formulae and formatting techniques with MS Excel 2010 to perform calculations, make predictions, and display data.
- Integrate and combine data to create a report for the School Board.
- Evaluate the outcome's fitness for purpose against the brief.

Achievement Objective(s):

Students will:

- *Implement basic procedures to create a digital information outcome*

- Assessment: Achievement Standard 91071 [1.41]
Implement basic procedures to produce a specified digital information outcome.
 - [[Extreme Sports – Board Report
[Insert Assessment One here]

- **Project 2 | Interactive Quiz**

- Follow the design process to undertake brief development in order to design and create an interactive quiz using Visual Basic programming and Microsoft PowerPoint 2010.
- Carry out testing and trialling in order to evaluate the outcome's fitness for purpose against the brief.

Achievement Objective(s):

Students will:

- *Justify the nature of an intended outcome in relation to the need or opportunity and justify specifications in terms of key stakeholder feedback and wider community considerations.*
- *Critically analyse their own and others' outcomes to inform the development of ideas for feasible outcomes. Undertake ongoing experimentation and functional modelling, taking account of stakeholder feedback and trialling in the physical and social environments. Use the information gained to select, justify, and develop a final outcome. Evaluate this outcome's fitness for purpose against the brief and justify the evaluation using feedback from stakeholders.*
- Assessment: Achievement Standard 91044 [1.1] + Achievement Standard 91047 [1.4]
Undertake brief development to address a need or opportunity.
Undertake development to make a prototype to address a brief.

Using Digital Tools To Learn New Skills

- [[E-learning solution using Digital Tools : Brief development
- [[E-learning using Digital Tools: Prototype Development
[Insert Assessment Two here]

- **Project 3 | Interactive Photobook**

- Apply graphical manipulation techniques such as file formats, flattening, compressing, working with vector and raster images using Adobe Fireworks and Adobe Photoshop CS5 software.
- Apply a range of tools and techniques within Adobe InDesign CS5 to create an interactive photobook.
- Apply design principles and formatting techniques to integrate/combine images, text and graphics to create a digital media outcome.

Achievement Objective(s):

Students will:

- *Implement basic procedures to create a digital media outcome*
 - Assessment: Achievement Standard 91073 [1.43]
Implement basic procedures to produce a specified digital media outcome

Tell me a story

[[Interactive Photobook

[Insert Assessment Three here]

External Achievement Standard – 14 Page Report

- Case study report based on the knowledge and skills developed throughout the year.

Achievement Objective(s):

Students will:

- *Demonstrate understanding of basic digital information management tools and systems*
 - Achievement Standard 91070 [1.40]
Demonstrate understanding of basic concepts of information management.

Grades - The following grades can be attained by **Achievement Standards** assessment:

Not achieved	N	Did not meet the standard (or did not attempt it)
Achieved	A	The standard was met
Achieved with Merit	M	The standard was met demonstrating very good work
Achieved with Excellence	E	The standard was met demonstrating excellent work

Note:

- All internal assessment work is presented in a portfolio format detailing the technological process applied to the creation of the outcome/s.
- Submission for assessment for some standards requires submission of **both** the completed outcome (solution created using the featured software) and the portfolio work.
- All practical work will be saved to CD.
- All portfolios and practical work will be retained until the next year.
- The external achievement standard is a word processed report saved as a docx file or a pdf file.

LEVEL 1 DIGITAL TECHNOLOGIES | STUDENT RECORD SHEET

NAME:	CLASS
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INTERNAL STANDARDS

AS Registration No.	Standard Title & Code	Topic	Credits	Assessment Results		Student Signature	Teacher Signature	Date
				First Assessment Event	Second Assessment Event			
AS 91044 v1	Undertake brief development to address a need or opportunity	Interactive Quiz Design	4					
AS91073 v1	Implement basic procedures to produce a specified digital media outcome	Print Media	4					
AS91047 v1	Undertake development to make a prototype to address a brief	Interactive Quiz Design	6					
AS91071 v1	Implement basic procedures to produce a specified digital information outcome.	Integrated Data, Word Processing and Excel Spreadsheets	4					
Total Credits								

ASSESSMENT GUIDELINES AND PROCEDURES – Student copy

The Technology Learning Area will operate the following school policies and procedures:

Course Outline

Each student will be issued with a Course Outline at the start of the year detailing:

- a general course overview
- the standards in the course, their credit value and assessment method
- an assessment statement detailing the types of assessment
- the school assessment policies and procedures
- a personal record sheet to record marks on
- a topic and assessment year planner

Further Assessment Opportunity

Where practicable and manageable, only one further assessment opportunity to provide evidence of achievement in a standard will be offered. This will only occur after additional teaching and learning has occurred.

When further formal assessment event opportunities exist, all students who **did not** achieve the standard the first time will be required to re-attempt it after evidence of further learning has occurred. For students who **did** achieve the first time it is up to the student (and their family) as to whether to aim for merit or excellence the second time, (they are **not required** to have a second attempt).

Resubmission

A resubmission opportunity may be offered when an error(s) has occurred that the student is capable of correcting themselves. Methods of providing further documented evidence may include:

- | | | |
|------------------------------------|----------------------|---|
| • a future formal assessment event | • making corrections | • resubmitting work feedback prior to the final version |
| • portfolio submission | • parallel tasks | • diaries / logbook evidence |
| • accumulating evidence | • conferencing | • observations |

Further full assessment opportunities in this course will be available as follows:

AS 91071 *Evidence from a parallel task/observations and resubmission of work*

AS 91044 *Evidence from a parallel task/observations and resubmission of work*

Authenticity

Assessment work completed must be the student's own work. Students and caregivers must sign authenticity declarations for work not done under direct teacher supervision and, where appropriate submit working drafts or conference for clarification. Where evidence indicates work presented is not a students' own work, no grade will be awarded.

Appeals

An appeal of a grade may be made but must occur within 2 school days of the return of assessed work. Where a grade is appealed, the appeal pathway is firstly the class teacher, then the HOD and lastly the Principal's Nominee if still unresolved.

Late Work

DUE DATE means just that! Late work will not be accepted for marking unless exceptional circumstances exist and an extension has been granted by the HOD **before** the due date.

Alternative Assessment Opportunity

Students who are absent from an Internal Assessment due to:

Illness - A medical certificate will be required to apply for an extension or alternative assessment date.

School Representation / School Event - It is the student's responsibility to inform the dean and class teacher in advance of the absence. It is generally expected that work be handed in before the event. If this is impractical an application for an extension or an alternative assessment date must be sought through the HOD.

Other Reasons – all other applications for an extension or alternative assessment opportunity will go through the HOD and be passed onto the Principal's Nominee when deemed appropriate to do so by the HOD.

Verifying Grades

Students are required to verify the sighting and acceptance of the grade awarded by signing the assessment sheet attached to each piece of internally assessed work. Students will also be required to verify the final grades they are awarded before they are submitted to NZQA.

Derived Grades

To apply for derived grades for **external achievement standards** NZQA's guidelines must be followed. See the Student Qualifications & Assessment Handbook for details.

Special Assessment Conditions

To apply for special assessment conditions assistance, students require medical verification of their condition. NZQA's guidelines must be followed. See the Student Qualifications & Assessment Handbook for details.

Retention of Student work

All student internal assessment material including Portfolios and outcomes will be retained by the department until it is no longer required for moderation purposes.

Student Obligations

- 1 Ensure you understand the assessment programme and policies
- 2 Ensure you understand the requirements of each assessment being completed
- 3 Discuss problems/concerns with the Teacher/HOD
- 4 Check thoroughly the accuracy of the assessment grade when work is returned.

TECHNOLOGY LEARNING AREA | YEAR 11 DIGITAL TECHNOLOGIES | TOPIC AND ASSESSMENT PLANNER

PROJECT 1: Year 11 Integrated Data (Word Processing and Spreadsheets) Due Week 10

Achievement Objective(s):

Students will:

- *Implement basic procedures to create a digital information outcome*
- *Demonstrate understanding of basic digital information management tools and systems*

Assessment

AS 91071 Implement basic procedures to produce a specified digital information outcome

AS91070 Demonstrate understanding of basic concepts of information management

WEEK	1	2	3	4	5	6	7	8	9	10
TERM ONE	Theory	Theory	Theory - Spreadsheets		Theory Word Processing	Theory Integrating Data	Start Assessment: AS 1.41	Refining Ideas and outcome	Functional Testing	Final outcome
Theory	Course intro; hardware and Software, operating systems and application software Screen shots and annotated notes	File Management Continued (AS91070: 1.40)	Focus on over the two weeks. Excel Interface: The Ribbon, Excel Options, Quick Access toolbar, icons and tools File Formats, exporting and saving, Operators, Formulas, Graphs, Charts,		Focus on over the two weeks. Word Interface: The Ribbon, Excel Options, Quick Access toolbar, icons and tools File Formats, exporting and saving	Embedding Copy Paste Linked data and updating	Planning + Design – Issue Statement Context and Settings Design Brief Specifications	Continue with Spreadsheets and Word Processing setup Integrating data	Testing and Evaluation Final Design Brief Final Evaluation against Brief	Update and complete Folio completion

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	in Visual Diary Evidence for <i>AS 1.40</i>		Screen shots and annotated notes in Visual Diary Evidence for <i>AS 1.40</i> <i>Demonstrate understanding of basic concepts of information management</i>			Plan of action – software choices Procedures Specifications Spreadsheets preparation		completed	
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Practical Skills	Practical skills	Practical skills MS Excel 2010	Practical skills MS Word 2010	Practical skills Integrating Data	Assessment: AS 91071 Implement basic procedures to produce a specified digital information outcome Topic: [Extreme Sports – School Board presentation]			
	Intro to file management: file extensions, file size, file and folder management, backing up, security, privacy, copyright, using the network	Setting up an excel Spreadsheet, entering data, formatting data, wrapping and merging cells, inserting/deleting rows and columns Formulas and Operators Autosum Avg, max, min, sum, absolute and relative ref. Count, CountA, If,then, and statements, %, find, replace, date/time Graphs, charts, formatting axis and titles	Page setup, orientation, margins, line spacing, bullets, tables, headings, cover pages, formatting font styles and sizes, page numbers, page breaks, section breaks,	Integrating- copying and pasting, embedding	Creating Spreadsheet Analysis of Spreadsheet data and Graphs and Functional Testing Usability testing log	Creating Integrating and Functional Testing Usability testing log	Final Design and testing Final analysis and evaluations	Copy to CD Complete folio

PROJECT 2 : Interactive Quiz Design

PowerPoint and Visual Basic programming

Achievement Objective(s):

Students will:

- Justify the nature of an intended outcome in relation to the need or opportunity and justify specifications in terms of key stakeholder feedback and wider community considerations.
- Critically analyse their own and others' outcomes to inform the development of ideas for feasible outcomes. Undertake ongoing experimentation and functional modelling, taking account of stakeholder feedback and trialling in the physical and social environments. Use the information gained to select, justify, and develop a final outcome. Evaluate this outcome's fitness for purpose against the brief and justify the evaluation using feedback from stakeholders.

Assessment

AS 91044 Undertake brief development to address a need or opportunity

AS 91047 Undertake development to make a prototype to address a brief

WEEK	1	2	3	4	5	6	7	8	9	10	Holiday work - Wk 1 Term 3
TERM TWO	Theory		Theory Visual Basic Programming	Theory Technological Process		Technological Process Design, Feedback, Refining			Refining the Design Brief and Specifications		Final Evaluation
	<ul style="list-style-type: none"> • File Management • Folder Structure • File extensions • MS PowerPoint interface • The Ribbon, Quick Access toolbar • Icons on Toolbar 		<ul style="list-style-type: none"> • Accessing the VBA editor in PowerPoint • Using VBA (Visual Basic for Applications) scripting language in PPT applications. • What is an object-oriented programming 	<ul style="list-style-type: none"> • What is a design brief, what are specifications • Who is a stakeholder (circles identifying stakeholders) • Issue Statement • Context and Settings • Key factors-brainstorm, 		Start Assessment: AS 91044 AS 91047 Design Brief:	Initial Design brief Design specifications <ul style="list-style-type: none"> • Conceptual designing 	Prototyping: <ul style="list-style-type: none"> • Creating Assets • Testing • Designing • Testing • Stakeholder feedback 	Refining: <ul style="list-style-type: none"> • Refined brief • Refined design • Refined specifications • Testing • Stakeholder 	Evaluating Refining	Final Testing of Prototype Final Evaluation against the Final Design Brief and

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	<ul style="list-style-type: none"> • On-going: Screen shots and annotated notes in Visual Diary • Evidence for AS 1.40 • Demonstrate understanding of basic concepts of information management 	<p>environment</p> <ul style="list-style-type: none"> • Simple procedures used to enhance PowerPoint presentations • Difference between Interactivity and Feedback • VB Interface: • Project Window • Modules • Declarations • Procedures • Sub-procedures • Variables • User Names • Public Statements • If/then statements 	<ul style="list-style-type: none"> • The 4 circles + template, • On-going Critical Analysis of games 	<p>Purpose, User profile; Design specifications;</p> <p>Conceptual Designing:</p> <ul style="list-style-type: none"> • Storyboardin g • Stakeholder feedback • Creating Assets 	<ul style="list-style-type: none"> • Storyboardi ng • Stakeholder feedback • Creating Assets 	<ul style="list-style-type: none"> • Recording changes • Refining Brief • Testing 	<p>feedback</p> <ul style="list-style-type: none"> • Refining <p>Testing Log:</p> <ul style="list-style-type: none"> • Recording feedback • Recording Changes made • • Evaluating process 		<p>specifications</p>
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PROJECT 2 : Interactive Quiz Design											
PowerPoint and Visual Basic programming											
Achievement Objective(s):											
<i>Students will:</i>											
<ul style="list-style-type: none"> <i>Justify the nature of an intended outcome in relation to the need or opportunity and justify specifications in terms of key stakeholder feedback and wider community considerations.</i> <i>Critically analyse their own and others' outcomes to inform the development of ideas for feasible outcomes. Undertake ongoing experimentation and functional modelling, taking account of stakeholder feedback and trialling in the physical and social environments. Use the information gained to select, justify, and develop a final outcome. Evaluate this outcome's fitness for purpose against the brief and justify the evaluation using feedback from stakeholders.</i> 											
Assessment											
AS 91044 Undertake brief development to address a need or opportunity											
AS 91047 Undertake development to make a prototype to address a brief											
WEEK	1	2	3	4	5	6	7	8	9	10	Homework and Wk 1 Term 3
Practical Skills	Practical Skills PowerPoint and Visual Basic		Use Visual Basic editor in the back of MS PowerPoint to:				Practical Skills: Continue with coding, validating, testing				

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	<p>Use Microsoft PPT to:</p> <ul style="list-style-type: none"> • Format master slides • Format backgrounds • Insert sound, movies, images • Insert hyperlinks and buttons • Format buttons and hyperlink colours • Format custom animations • Insert slide transitions • Format text size and colour • Format slide layout • Apply a slide design • Set up a slideshow kiosk • Saving PowerPoint presentation 	<ul style="list-style-type: none"> • Set up Macros • Security level for Macros • Saving a PowerPoint with Macros • Create message boxes • Calculate scores • Allow the user to move on <p>Record the user's name</p> <ul style="list-style-type: none"> • Project Window • Modules • Declarations • Procedures • Sub-procedures • Variables • User Names • Public Statements • If/then statements 	<p>Interactivity:</p> <ul style="list-style-type: none"> • Creating Assets • sound and images (all student created) • Creating Buttons and Hyperlinks • Navigation elements • Feedback elements • Interactivity elements <p>Include the following Interactivity and feedback elements:</p> <ul style="list-style-type: none"> • User inputs a name which is used in feedback. • User answers some questions and is given feedback as to the number of correct answers. • Objects are added to slides. • Text is added to or modified on slides. • Text colour, font, size, or style is modified. 	<p>Navigation</p>	<p>Feedback</p>	<p>Interactivity Saving as Kiosk Testing</p>	<p>Refining Testing Evaluating</p>	<p>Final Prototype and evaluation</p> <p>Folio and outcome handed in</p>
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PROJECT 3: Print Media Interactive Photobook										
AS 91044 Undertake brief development to address a need or opportunity + AS91073 Implement basic procedures to produce a specified digital media outcome										
WEEK	1	2-3	4	5	6	7	8	9	10	11
TERM Three	Final Assessment from term 2 to be completed.	Theory Adobe Fireworks Adobe InDesign	Theory – recording knowledge for External	Theory Technological Process		Technological Process Design, Feedback, Refining			Refining the Design Brief and Specifications	Final Evaluation
	Final Testing of Prototype Final Evaluation against the Final Design Brief and specifications Folio and outcome handed in Work to be saved to a CD and portfolio and CD handed in	<ul style="list-style-type: none"> File Management Folder Structure [originals and assets] File extensions File Management for images Bmp Png Gif Jpeg Tiff Flattening, Compression, Image Preview, Download time 	Photobook Design Design Principles Colour Theory Typography Frames Adobe Bridge InDesign Interface and Tools	Revisit what a design brief is, what are specifications <ul style="list-style-type: none"> Who is a stakeholder (circles identifying stakeholders) Issue Statement Context and Settings Key factors-brainstorm, The 4 circles + template On-going analysis of images/photos/graphics/ digital photobooks to help develop ideas On-going skill development 	Start Assessment: AS 91073 AS 91047 Design Brief: Purpose, User profile; Design specifications; Conceptual Designing: Storyboarding Stakeholder feedback Creating Assets	Initial Design brief Design specifications <ul style="list-style-type: none"> Conceptual designing Storyboarding Stakeholder feedback Creating Assets 	Outcome development <ul style="list-style-type: none"> Creating Assets Trialling Designing Testing Stakeholder feedback Recording changes Refining Brief 	Refining Brief: Refined brief Refined specifications Testing Stakeholder feedback Testing Log: Recording feedback Recording Changes made Evaluating process	Evaluating and Refining <ul style="list-style-type: none"> Final Testing Final Evaluation against the Final Brief Saved to CD Portfolio and CD handed in 	
	Theory	On-going: Screen shots and annotated notes in Visual Diary Evidence for AS 1.40 <i>Demonstrate understanding of basic concepts of</i>	On-going Students record skill development in visual diaries. Screenshot of tools and techniques used to develop interactive photobook including Fireworks skills, Photoshop skills and InDesign Skills. Record saving, testing and exporting procedures. Justifying actions.							

		<i>information management</i>									
WEEK	1	2	3	4	5	6	7	8	9	10	11
TERM THREE	Practical Adobe Fireworks/Photoshop		Practical Adobe InDesign and Adobe Fireworks		Practical		Practical	Practical	Practical	Practical	
	Introduction to the of tools in Adobe Fireworks Ongoing skill development – Fireworks - tools <ul style="list-style-type: none"> Exporting images download time file format Flattening layers and elements 		Image Manipulation <ul style="list-style-type: none"> Exporting images download time file format Flattening layers and elements 	InDesign tools and interface Interactive Photobook – practice task <ul style="list-style-type: none"> Master pages/applying master pages Guides Layers Frames Fitting options Place images Adobe Bridge Saving formats 	Practice Tasks – Photobook Linking and bookmarks <ul style="list-style-type: none"> Effects Text on Path Strokes Colour Swatches Opacity Bookmarks Buttons Pages numbers Testing Exporting 		Start assessment Designing own interactive photobook <ul style="list-style-type: none"> Creative commons Storyboarding Image development Design Brief 	Development of photobook			Final Outcome tested Final Evaluation
	Focus on External – show evidence for AS 1.40 <i>Demonstrate understanding of basic concepts of information management</i>										

WEEK	1-3	Rest of the year
	Focus on External Evidencing in folios	Seniors on Exam Leave

TERM FOUR	<p>Focus on External – show evidence for AS 1.40</p> <p><i>Demonstrate understanding of basic concepts of information management</i></p>	Students may come in to complete final internal material.			
	<ul style="list-style-type: none"> • Packing up folios & Case Studies 	<p>NCEA Scholarship EXAMS BEGIN</p>	<p>NCEA EXAMS BEGIN Scholarship EXAMS CONT.</p>	<p>NCEA & Scholarship EXAMS CONT.</p>	<p>NCEA & Scholarship Conclude</p>