YEAR 11
ICT

SRI KDU International School SUBANG JAYA

PROGRAMME OF STUDY - TERM 2

SAFETY AND SECURITY

- **Physical Safety in ICT:** Understand the risks of electrocution, fire, tripping hazards, and injuries from heavy equipment in ICT environments, along with prevention strategies.
- **Data Protection Principles:** Learn about the principles of data protection acts and the importance of legislation in safeguarding personal and sensitive data.
- **eSafety Practices:** Explore safe practices for using the internet, email, social media, and online gaming, including strategies to minimize potential dangers.
- **Security of Data:** Understand the threats to data security such as hacking, phishing, malware, and card fraud, and learn methods to prevent them.
- **Data Protection Methods:** Study various methods of protecting data, including biometrics, digital certificates, SSL, encryption, firewalls, two-factor authentication, and the use of user IDs and passwords.

AUDIENCES – COMMUNICATION

- **Audience Appreciation in ICT Solutions:** Learn to identify and analyze the needs of an audience when creating ICT solutions, ensuring responsiveness and respectfulness.
- **Understanding Copyright in ICT:** Understand the principles of copyright, particularly in relation to computer software, and methods employed by software producers to prevent copyright infringement.
- **Effective Email Communication:** Explore the characteristics, uses, and constraints of email communication, including netiquette, managing email groups, and dealing with spam.
- **Utilizing the Internet Effectively:** Understand the uses, advantages, and disadvantages of the internet, including functionalities like ISPs, URLs, and web browsers. Learn about evaluating internet information for reliability and bias.
- **Internet Protocols and Risks:** Study various internet protocols like HTTP, HTTPS, FTP, SSL, and the risks associated with internet use, including strategies for safe browsing and data restriction.

WEB AUTHORING

- **Web Development Layers:** Understand the three layers of web development: content, presentation, and behaviour.
- **Creating Web Pages with HTML:** Learn to create the content layer of a web page using HTML, including placing elements in the head and body sections, inserting tables, objects (text, images, sound clips, video), using tags, applying tags to text, creating bookmarks, and hyperlinks.

- **Applying CSS:** Master creating the presentation layer of a web page using CSS, including external styles, inline style attributes, and classes for elements like backgrounds, fonts, tables, and borders.
- **CSS Functionality and Structure:** Understand the characteristics of cascading stylesheets, the difference between attached stylesheets and inline style attributes, and the importance of using relative file paths for stylesheets.

DATABASES

- **Create and Structure a Database:** Learn to import data, set data types (text, numeric, date/time, Boolean/logical), and format fields. Understand creating and editing primary and foreign keys, and establishing relationships between tables.
- **Form Design and Implementation:** Develop skills in creating data entry forms with appropriate layout, font styles, field spacing, and interactive elements like radio buttons and drop-down menus.
- **Perform Data Calculations:** Use arithmetic operations and functions for calculations including sum, average, max/min, and count.
- **Sort and Select Data:** Learn techniques to sort and select data using single or multiple criteria, and utilize various operators and wildcards for searches.
- **Display Data in Reports:** Master the creation of reports to display data, with the proper use of headers, footers, and report titles.
- **Format and Align Data in Reports:** Understand how to control the display format of numeric data, align data and labels, and choose between tabular or columnar formats for output.