



PAPER A & B

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING & SCRIPTING
<p>AREAS:</p> <ul style="list-style-type: none"> Digital Systems, including hardware and software Peripheral Devices Basic Terminology <p>Questions may require the student to:</p> <ul style="list-style-type: none"> Identify components of digital systems Distinguish what is software/ hardware Identify/recognise components of the menu bars, etc. Identify and use basic terminology Justify decisions about the purpose of back-up Recognise the use of apps on mobile devices 	<p>AREAS:</p> <ul style="list-style-type: none"> Basic Operations Simple Formatting <p>Questions may require the student to:</p> <ul style="list-style-type: none"> Create a new document: enter text, delete, save, save as Use basic edit features such as: cut, copy, paste Identify features such as: tool bar, menus, icons, cursor Apply basic formatting including: font, font size, font style, colour, align text Use dictionary including spell check Operate print, print preview 	<p>AREAS:</p> <ul style="list-style-type: none"> Basic Operations Simple Presentations Common Multimedia <p>Questions may require the student to:</p> <ul style="list-style-type: none"> Manipulate graphics: resize, rotate, flip, order, colour Identify function/s of drawing tools Recognise and use components of multimedia Recognise icons: audio, video Create simple PowerPoint/ other slideshows 	<p>AREAS:</p> <ul style="list-style-type: none"> Basic Web Concepts Email Fundamentals Social Media Cyber Safety Online Collaborative Platforms <p>Questions may require the student to:</p> <ul style="list-style-type: none"> Send, receive and reply to email Identify components of a web browser Use bookmark/favourites Apply simple search terms and conventions Locate web address Recognise hyperlinks Make decisions about the implications of digital footprint 	<p>AREAS:</p> <ul style="list-style-type: none"> Basic Operations Spreadsheet Fundamentals <p>Questions may require the student to:</p> <ul style="list-style-type: none"> Recognise structure and purpose Recognise the active cell Interpret simple spreadsheets and data Present data in the required format Conduct a search in a simple database 	<p>AREAS:</p> <ul style="list-style-type: none"> Basic Block-based Coding <p>Questions may require the student to:</p> <ul style="list-style-type: none"> Recognise sequence in basic block-based coding

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PAPER C & D

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING & SCRIPTING
<p>AREAS:</p> <ul style="list-style-type: none"> ▪ Digital systems, including hardware and software ▪ Common Terminology ▪ Peripheral Devices <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> ▪ Recognise components of digital systems ▪ Recognise and identify basic network concepts ▪ Recognise and explain the purpose of hardware peripherals ▪ Define and implement basic file management conventions: naming, version control ▪ Explain terminology including, Wi-Fi, Bluetooth ▪ Explain the purpose of mobile devices as digital peripherals and systems 	<p>AREAS:</p> <ul style="list-style-type: none"> ▪ Common Operations ▪ Formatting ▪ Tables <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> ▪ Use Find and Replace ▪ Justify text ▪ Import and paste images ▪ Create and format simple tables ▪ Use toolbars ▪ Use thesaurus 	<p>AREAS:</p> <ul style="list-style-type: none"> ▪ Common Operations ▪ Presentations with Effects ▪ Common Multimedia <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> ▪ Create more complex presentations incorporating: animation, audio files, video, colour, time delay ▪ Edit audio, video ▪ Manipulate graphics: crop ▪ Explore and identify the use of gradients, patterns, custom colours ▪ Manipulate tools: size of paint brush 	<p>AREAS:</p> <ul style="list-style-type: none"> ▪ Web Concepts ▪ Internet Use ▪ Email Fundamentals ▪ Social Media ▪ Cyber Safety ▪ Online Collaborative Spaces <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Use forward and cc functions in emails ▪ Know how to add attachments to email ▪ Recognise components of web addresses ▪ Use search engines; assess search results; download information. ▪ Identify and use conventions of web design ▪ Use online platforms ▪ Make responsible and ethical decisions in the use of online data and information 	<p>AREAS:</p> <ul style="list-style-type: none"> ▪ Common Operations ▪ Database Fundamentals <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Make simple calculations ▪ Modify and manage data: insert/delete rows/columns; sort ▪ Identify and use formatting tools to manage and maintain data: font; colour; number; text; etc. ▪ Recognise a change to one cell impacts on another ▪ Create and present graphs and charts ▪ Apply appropriate search terms for database searches ▪ Distinguish between spreadsheets and databases 	<p>AREAS:</p> <ul style="list-style-type: none"> ▪ Block-based Coding ▪ Simple Algorithm <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Recognise simple algorithms • Recognise sequence and loops in pseudocode

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PAPER E & F

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING & SCRIPTING
<p>AREAS:</p> <ul style="list-style-type: none"> Information Systems including hardware and software Basic Operating Systems Maintenance <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Recognise/interpret/identify operating systems performance indicators: disk space; alert boxes; warnings; viruses; memory; CPU Recognise procedures to cable/unplug correctly Identify the use of flash drives; memory cards Identify purpose and process for upgrade installation Investigate and use a variety of storage devices, including cloud storage 	<p>AREAS:</p> <ul style="list-style-type: none"> Advanced Operations Formatting Tables <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Create and format more complex tables Use tabs, line spacing Create and use hyperlinks Use concept mapping and brainstorming software 	<p>AREAS:</p> <ul style="list-style-type: none"> Advanced Operations Presentations with Effects Integrated Multimedia Data Visualisation <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Insert links into presentations Investigate and use online presentations Select and use image capturing devices/formats: digital cameras, screenshots Interpret visual representation of data 	<p>AREAS:</p> <ul style="list-style-type: none"> Web Design Internet Concepts Advanced Email Social Media Cyber safety Online Collaborative Projects <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Append and edit signature related to email Recognise spam/security threats Append and send hyperlinks Apply understanding about Internet structure: delays in sending/receiving; can't find page message; etc. Create and use basic website Use HTML editor Recognise file formats Manage and maintain collaborative spaces Make responsible and ethical decisions in the use of online data and information 	<p>AREAS:</p> <ul style="list-style-type: none"> Common Operations Database Concepts <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Investigate formulas Conduct complex sorts Format dates; numbers Apply filters Recognise purpose of different views of databases 	<p>AREAS:</p> <ul style="list-style-type: none"> Basic Programming Principles Basic Programming Concepts <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Recognise sequence and loops in pseudocode Recognise simple algorithms Conduct desk checking using test data

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PAPER G & H

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING & SCRIPTING
<p>AREAS:</p> <ul style="list-style-type: none"> Information Systems including hardware, software and data Cloud Computing Data Representation e.g. Binary Operating Systems Maintenance of IT Systems <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Identify and define connectivity: Wireless; Bluetooth; broadband; dial up Investigate and define the use of Cloud Computing Apply conventions related to ethical use of data and information 	<p>AREAS:</p> <ul style="list-style-type: none"> Advanced Operations Advanced Formatting Tables <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Recognise and use outlines, style sheets Insert images into tables Apply animation to text Use track changes Use insert references Use project planning software 	<p>AREAS:</p> <ul style="list-style-type: none"> Advanced Operations Advanced Presentations Integrated Multimedia Data visualisation <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Recognise image/audio file formats Use online presentations Demonstrate aesthetic judgement in use of tools for image creation and manipulation Interpret and use visual representation of data 	<p>AREAS:</p> <ul style="list-style-type: none"> Web Design Internet Concepts Advanced Email Social Media Cyber Safety Online Collaborative Projects <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Recognise the purpose and creation of distribution lists Use bcc Recognise basic file transfer Use complex security settings for collaborative spaces and online sites Apply agreed ethical, social and technical protocols in the use of emails and internet 	<p>AREAS:</p> <ul style="list-style-type: none"> Advanced Operations Database Concepts <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Apply absolute/relative/circular references in spreadsheets Create 'if statement' formulas Create and present complex graphs/charts/tables Recognise and use multiple spreadsheets Apply and identify mail merge fields and functions 	<p>AREAS:</p> <ul style="list-style-type: none"> Programming Principles Programming Concepts <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> Recognise and understand sequence; conditionals; loops in pseudocode and algorithms represented diagrammatically Recognise and use simple algorithms Identify variables; events Conduct desk checking using test data Use structured English to express algorithmic instructions

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