



Course: 1° A and B.
Year: 2017
Subject: ITC
Teacher: Chiozza, María Cristina

ARCHIVEMENT AIMS

- Knowledge of ICT including new and emerging technologies
- Autonomous and discerning use of ICT
- Skills to enhance work produced in a range of contexts
- Skills to analyze, design, implement, test and evaluate ICT systems
- Skills to consider the impact of current and new technologies on methods of working in the outside world and on social, economic, ethical and moral issues
- ICT-based solutions to solve problems

Assessment and evaluation criteria:

Students will be required to work on a reading comprehension passage and then answer some questions about it, to make a presentation or a video.

They will also be asked to do a writing task applying the vocabulary studied during the year.

They will be solved problems with the ICT software during the class.

They will take their booklets and their copybooks in class.

They will take notes about the worked in class.



EXAM SYLLABUS

Section 1 - Theory

Chapter 1. Types and components of computer systems

- 1.1 Hardware and software
- 1.2 The main components of computer systems
- 1.3 Operating systems
- 1.4 Types of computer
- 1.5 Impact of emerging technologies

Chapter 2. Input and output devices

- 2.1 Input devices and their uses
- 2.2 Direct data entry and associated devices
- 2.3 Output devices and their uses

Chapter 3. Storage devices and media

- 3.1 Backing up of data
- 3.2 Types of access
- 3.3 Secondary storage media

Section 2 – Practical

Chapter 10. Communication

- 10.1 Communicate with other ICT users using email
- 10.2 Effective use of the internet

Chapter 11. File management

- 11.1 What is a generic file type?
- 11.2 Manage files effectively
- 11.3 Reduce file sizes for storage or transmission

Chapter 13. Layout

- 13.1 Basic documents
- 13.2 Place objects into a document



13.3 Headers and footers

Chapter 14. Styles

14.1 corporate house styles

14.2 create styles in a document

Chapter 17. Document production

17.1 format text and organize page layout

17.2 edit a table

17.3 mail merge

Chapter 19. Presentations

19.1 What is a presentation?

19.2 open a source file

19.3 use a master slide to place objects

19.4 create presentation slides

19.5 display a presentation

Bibliography:

Booklet for 1st year, Chapter 1, 2, 3, 10, 11, 13, 14, 17 and 19 of the book

IGCSE Information and Communication Technology **2nd Edition**.

Graham Brown and David Watson

HODDER EDUCATION.