



Course: 3° 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
- The ability to recognize potential risks when using ICT, and use safe, secure and responsible practice.

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 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 (DDE) 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

Chapter 4. Networks and the effects of using them

- 4.1 networks
- 4.2 network issues and communication

Chapter 5. The effects of using IT

- 5.1 effects of IT on employment
- 5.2 effects of IT on working patterns within organizations
- 5.3 microprocessor-controlled devices in the home



5.4 potential health problems related to the prolonged use of IT equipment

Chapter 6. ICT applications

- 6.1 communication applications
- 6.2 data handling applications
- 6.3 measurement applications
- 6.4 microprocessors in control applications
- 6.5 modelling applications
- 6.6 applications in manufacturing industry
- 6.7 school management systems
- 6.8 booking systems
- 6.9 banking applications
- 6.10 computers in medicine
- 6.11 computers in libraries
- 6.12 expert systems
- 6.13 computers in the retail industry
- 6.14 recognition systems
- 6.15 monitoring and tracking systems
- 6.16 satellite systems

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 12. Images

- 12.1 software tools
- 12.2 edit and image

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 15. Proofing

- 15.1 software tools
- 15.2 proofing techniques

Chapter 16. Graphs and charts

- 16.1 chart types
- 16.2 create a chart
- 16.3 Label a chart
- 16.4 use secondary axes



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

Chapter 20. Data analysis

20.1 What is a data model?

20.2 create a data model

20.3 test the data model

20.4 manipulate data

20.5 present data

Bibliography:

IGCSE Information and Communication Technology 2nd Edition.

Graham Brown, Brian Sargent and David Watson

HODDER EDUCATION.