



ICT

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1° A - B

## SYLLABUS



### ACHIEVEMENT 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 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.



### CONTENTS

#### Unit 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

## **Chapter 10. Communication**

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

## **Unit 2: Practical**

### **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 an 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 17. Document production**

- 17.1 format text and organize page layout
- 17.2 edit a table

### **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





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

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 **copybooks** in class.

They will **take notes about the worked in class** in their copybooks.



## BIBLIOGRAPHY

**Booklet for 1<sup>st</sup> year 2018, in PDF format**, Chapter 1, 2, 3, 10, 11, 12, 13, 14, part of 17 and 19 of the book IGCSE Information and Communication Technology **2nd Edition**.

Graham Brown and David Watson, HODDER EDUCATION.

This Booklet will be saved in the student's virtual folder.

### Time frame:

1 <sup>st</sup> trimester	Chapters 1, 2, 12, 19
1 <sup>st</sup> trimester	Chapters 3, 11, 13, 14, 17
1 <sup>st</sup> trimester	Chapters 10, 17, 19, Integration activities.