



INFORMATION TECHNOLOGIE

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1ST A /B - 2019

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

Theory Units

UNIT 1: Types and components of computer systems

PERIOD: March - April

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



UNIT 2: Input and output devices

PERIOD: June - July

2.1 Input devices and their uses

2.2 Direct data entry and associated devices

2.3 Output devices and their uses.

Practical Units

UNIT 4: File management

PERIOD: March - April

11.1 What is a generic file type?

11.2 Manage files effectively

11.3 Reduce file sizes for storage or transmission

UNIT 5: Images

PERIOD: April - May

12.1 Software tools

12.2 Edit an image

UNIT 6. Layout

PERIOD: May

13.1 Basic documents

13.2 Place objects into a document

13.3 Headers and footers



UNIT 7. Styles

PERIOD: June - July

14.1 corporate house styles

14.2 create styles in a document

UNIT 8. Document production

PERIOD: August – September

17.1 format text and organize page layout

17.2 edit a table

UNIT 9. Presentations

PERIOD: October – November

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



**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 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.



MATERIALS

- A folder with sheets of paper and folio.



BIBLIOGRAPHY

- Booklet for 1st year 2019, in PDF format, Chapter 1, 2, 3, 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.