



**Colegio
Santa María**

Mixto - Bilingüe

INFORMATION TECHNOLOGY

MARIA CRISTINA CHIOZZA

2ND 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

Theory Units

UNIT 1. Storage devices and media

PERIOD: April

3.1 Backing up of data

3.2 Types of access

3.3 Secondary storage media



**Colegio
Santa María**

Mixto - Bilingüe

UNIT 2. Communication

PERIOD: May

10.1 Communicate with other ICT users using email

10.2 Effective use of the internet

Practical Units

UNIT 3: File management and Revision Document Productions

PERIOD: April

11.1 What is a generic file type?

11.2 Manage files effectively

11.3 Reduce file sizes for storage or transmission

UNIT 4. Layout

PERIOD: May

13.1 Basic documents

13.2 Place objects into a document

13.3 Headers and footers

UNIT 5. Styles

PERIOD: June - July

14.1 corporate house styles

14.2 create styles in a document



**Colegio
Santa María**

Mixto - Bilingüe

UNIT 6. Graphs and charts

PERIOD: August

16.1 chart types

16.2 create a chart

16.3 Label a chart

16.4 use secondary axes

UNIT 6. Data Analysis

PERIOD: September - October

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

UNIT 7. Video Edition

Audiovisual communication

Audiovisual script

Framing filming

Use of Windows Movie Maker

PERIOD: November



**Colegio
Santa María**

Mixto - Bilingüe



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 2st year 2019, in PDF format, Chapter 3, 10, 11, 13, 14, 16 and 20 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.