INFORMATION AND COMMUNICATION TECHNOLOGY

MARIA CRISTINA CHIOZZA

3RD ICT - 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

UNIT1. Chapter 4. Networks and the effects of using them

Period: March

4.1 networks

4.2 network issues and communication

UNIT 2. Chapter 7. The systems life cycle

Period: April - May

7.1 analysis

7.2 design

7.3 development and testing

7.4 implementation

7.5 documentation

7.6 evaluation

UNIT 3. Chapter 8. Safety and security

Period: June

8.1 physical safety

8.2 e-safety

8.3 security of data

Chapter 9. Audience

9.1 audience appreciation

9.2 legal, moral, ethical and cultural appreciation

UNIT 4. Chapter 10. Communication

Period: July

10.1 communicate with other ICT users using email

10.2 effective use of the internet

Section 2 – Practical

UNIT 5. Chapter 11. File management (revision)

Period: March

11.1 What is a generic file type?

11.2 manage files effectively

11.3 reduce file sizes for storage or transmission

UNIT 6. Chapter 15. Proofing

Period: April

15.1 software tools

15.2 proofing techniques

UNIT 7. Chapter 16. Graphs and charts (revision)

Period: May

16.1 chart types

16.2 create a chart

16.3 Label a chart

16.4 use secondary axes

UNIT 8. Chapter 17. Document production

Period: May

17.3 mail merge

UNIT 9. Chapter 18. Data manipulation

Period: June – July – August

18.1 create a database structure

18.2 manipulate data

18.3 present data

UNIT 10. Chapter 20. Data analysis (revision)

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

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

IGCSE Information and Communication Technology 2nd Edition.

Graham Brown and David Watson, HODDER EDUCATION.

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