

ST. MARY'S COLLEGE

FORM 1

SUBJECT- INFORMATION COMMUNICATION TECHNOLOGY

Course Outline 2014-2015

Term 1

Proposed Date/Week	Unit/Section	Topic	Modules
Wk 1-2	01	Introduction to ICT	
			:01 – Defining the field of ICT
			:02 – Computers in everyday life
			:03 – Exploring the implications of computing
Wk 3-6	02	Fundamentals of Hardware	:04 – Information systems & Computer systems
			:01 – Computer system hardware
			:02 – Types of computers
Wk 7-9	03	Storage	:03 – Input peripherals
			:04 – Output peripherals
			:01 – Primary & secondary memory
Wk 10-11	04	e-CAL	:02 – Units of storage
			:03 – Care of storage media
			:01 – Introduction to e-CAL initiative
Wk 11-12	05	File/Folder Management	:02 – Care & Maintenance of equipment
			:03 - Navigating the Microsoft Windows GUI
			:01 – File management using Windows Explorer
			:02 – Utility software

Term 2

Proposed Date/Week	Unit/Section	Topic	Modules
Wk 1-2			:01 - Review
Wk 3-6	06	Word Processing	:01 – Intro to Word Processing
			:02 – Configuring your Word processor
			:03 – Working with icons
Wk 7-9	06		:01 – Page Formatting
			:02 – Character Formatting
			:03 – Paragraph Formatting
Wk 10	06		:01 – Working with different documents
			:02 – Find & Replace

Term 3

Proposed Date/Week	Unit/Section	Topic	Modules
Wk 1-2			:01 - Review
Wk 3-7	06	Word Processing	:01 – Inserting document elements
			:02 – Formatting document elements
			:03 – Preparing documents for output
Wk 8-10			:01 – Summative Course Activities & Review

Course reading

Campbell, H. and Wood, A. (2010). Information Technology for CSEC Examinations. UK: Macmillan.

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| ▪ Introduction to ICT | Ch.1; 16; 17 | pp. 1; 176-181; 184-187 |
| ▪ Fundamentals of hardware | Ch. 2; 4 | pp. 12-17; 37-57 |
| ▪ Storage | Ch. 3 | pp. 20-31 |
| ▪ Word Processing | Ch. 18 | pp. 190-210 |

Other readings

Bribal, R. and Taylor, M. (2009). Log on to IT for CSEC. UK: Pearson.

Cato, L., Holligan, J., Murray, D. and Paizee, K. (2010). Information Technology for CSEC: UK: Nelson Thornes.