

## Information Technology Course Outline – Trinity Term 1<sup>st</sup> Form

Week	Topic	Objectives	Content	Evaluation/Activities
1 – Theory	Fundamentals of Hardware and Software	<b>Revision (Advent &amp; Lent Term)</b> i) Identify and describe computers and types of computers ii) Describe the data processing cycle and its components iii) Explain the functions of the major hardware components of a computer system - Input Devices	What is a computer?  Describe the components of a computer system.  What are computer Hardware?  What are computer Software?  Why use a computer system  Types of Computers  What are the advantages of using computer systems?  What are the drawbacks of using computers?  Protecting computer systems  What is the data processing cycle?  What are the steps in the cycle?	1) Interactive Revision Class Activity – Revision Jeopardy  Divide Class into two teams. A Member picks a category to answer a question from.  2) Graded Revision Worksheet

			<p>Identify categories of Input Devices</p> <p>Identify common Input Devices and explain how they are used to accomplish a variety of tasks in various organisations.</p>	
<b>2 – Practical</b>	Word Processing	use columns and tables appropriately;	Use Columns, table and previous formatting features to create brochure.	Produce the brochure provided using the formatting features demonstrated
<b>3</b>	Fundamentals of Hardware and Software	Explain the functions of the major hardware components of a computer system – Output Devices (Soft Copy)	Visual display unit: resolution, types, sizes. Audio output devices (for example, speakers, head-phones, earphones); microfilm. Also terms such as hard copy, soft copy, human readable and machine-readable.	<p><b>Homework Activity</b></p> <p>Answer Recap Questions</p>
<b>4 – Practical</b>	Word Processing	Use headers, footers, footnotes and endnotes appropriately;	Use headers, footers, footnotes and end notes appropriately in document	Complete the exercise provided using the formatting features demonstrated.
<b>5</b>	Fundamentals of Hardware and Software	Explain the functions of the major hardware components of a computer system – Output Devices (Hard Copy)	Printers: impact and non-impact, types: (character, line, page, laser, inkjet, dot matrix). Characteristics: (speed, quality, storage capacity); plotters;	<p><b>Homework Activity</b></p> <p>Answer Recap Questions</p> <p><b>Individual Project</b></p> <p>Using the Formatting Features learnt in your practical classes, create and submit a project on Input, Output and Storage Devices.</p> <p>Your Project should have at least 5 examples of each device, pictures of</p>

				<p>each device and a brief description of how it can be used/or what it is used for.</p> <p>Projects can be submitted as hard copy</p>
<b>6 – Practical</b>	Word Processing	Use mail-merge facilities;	Creation of primary documents and data files in mail merge application; Field names.	Create Mail Merge Document Exercise
<b>7</b>	Fundamentals of Hardware and Software	Revision – Theory Topics	Demonstrate/Recap Hardware components of a computer system	<b>Classroom Activity - Quiz</b>
<b>8 – Practical</b>	Word Processing	Revision – Practical Topics	Demonstrate/Recap common formatting features	<b>Classroom Activity – Quiz</b>