ST. GEORGE'S SECONDARY SCHOOL

Information Technology Course Outline – Trinity Term
2nd Form

Week	Topic	Objectives	Content	Evaluation/Activities
1 - Theory	Fundamentals of Hardware and Software	**Revision (Advent & Lent Term)** 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 iv) manipulate units of storage; v) Presentation Software vi) Web Page	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?	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 1 & 2**

			What are the steps in the cycle? Identify categories of Input Devices Identify common Input Devices and explain how they are used to accomplish a variety of tasks in various organisations. Revise Bit, byte, kilobyte, megabyte, gigabyte, terabyte, word, word size. Revise Microsoft PowerPoint Features Revise Web page Design and related terms	
2 - Theory	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.	**Homework Activity 1 & 2** Answer Recap Questions **Quiz** **Individual Project**

		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;	Using the Formatting Features learnt in your practical classes, create and submit a project on Input, Output and Storage Devices. Your Project should have at least 5 examples of each device, pictures of each device and a brief description of how it can be used/or what it is used for. Projects should be submitted as hard copy
3 - Theory	Fundamentals of Hardware and Software	Distinguish between systems programs and application programs; Explain the functions of an operating system; Distinguish between types of user interface.	Systems software: operating systems, translators, utilities: Application software: general purpose, special purpose, custom written. Customization, integrated software. File management, memory management, security, device management, input/output management, user interface, process management. Software interface: Command driven, graphical user interface (GUI) (menu driven, pull-down and pop-up menus, icons). Hardware interface: touch screens, non-visual interface,	**Homework Activity** Answer Recap Questions **Software Worksheet – Graded** **Quiz**

			sensors, and Braille keyboards.	
4 - Theory	Fundamentals of Hardware and Software	Introduction to Binary	Decimal to binary conversion, Binary to Decimal Conversion, Binary Addition, Binary Subtraction	**Conversion Worksheet 1 & 2** **Binary Addition Worksheet** **Binary Subtraction worksheet** **Quiz**
5 –Practical	Word Processing	use columns and tables appropriately;	Use Columns, table and previous formatting features to create brochure.	**Classroom Activity** Produce the brochure provided using the formatting features demonstrated
6- Practical	Word Processing	Use headers, footers, footnotes and endnotes appropriately;	Use headers, footers, footnotes and end notes appropriately in document	**Classroom Activity** Complete the exercise provided using the formatting features demonstrated.
7- Practical	Word Processing	Use mail-merge facilities;	Creation of primary documents and data files in mail merge application; Field names.	**Classroom Activity** Create Mail Merge Document Exercise
8- Revision	Fundamentals of Hardware and Software Word Processing	Revision – Trinity Term Objectives	Discussion, Demonstration & Recap	**Classroom Activity**