ST. MARY'S COLLEGE   FORM 1

Academic Year 2022 - 2023   SUBJECT- **Information Technology**

Recommended Text: **Information Technology for CSEC Examinations 3rd Edition** (Howard Campbell and Alan Wood)
Prepared by: Mr. Teesdale

September – December 2022 **Term 1**			
Hardcover 8 ½" X 11" notebook required for all classes			
Week	**Topic**	**Modules**	**Required Reading**
1 **Sept. 5th – Sept. 9th**	**Computer Fundamentals**	1. Course Overview 2. Definitions of terms – a. Information Technology (IT) b. Information and Communication Technology (ICT) c. Computer Science d. Office Automation	pg viii (intro. Activity) pg ix (create a company) pgs. 2 and 3 in text
2 **Sept. 12th – Sept. 16th**	**Computer Fundamentals**	1. Applications of Computer Fundamentals (class activity)	pg. 4 Activity 1.1
3 **Sept. 19th – Sept. 23th**	**Computer Fundamentals**	1. Definition of a computer system • What is a Computer? 2. Discuss the reasons why computers are so useful and important in the world today. (characteristics) 3. Online Coursework Assessment	pg. 4, online classroom notes
4 **Sept. 26th – Sept. 30th**	**Computer Fundamentals**	1. Types of Computers a. Supercomputers b. Mainframes c. Desktop systems d. Mobile Devices e. Embedded Devices	pgs. 5 – 9, online classroom notes
5 **Oct. 3rd – Oct. 7th**	**Computer Fundamentals**	1. Explain the major hardware components of a computer system a. Input b. Processing c. Output d. Storage	pgs. 10 - 15, online classroom notes

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6 **Oct. 10th** **–** **Oct. 14th**	**Computer Fundamentals**	1. Computer Hardware Specifications 2. Class activity (My Computer Specs) 3. Online Coursework Assessment 4. Mid-Term marks due	pgs. 38-40, online classroom notes
7 **Oct. 17th** **–** **Oct. 21st**	**Distinguish among types of software**	1. Definition of software 2. Features of Operating System vs Application Software a. Examples of each type.	pgs. 29 - 31
8 **Oct. 24th** **–** **Oct. 28th**	**Word Processing**	1. Word Processing Theory	Pgs. 128 – 129, online notes

9
Oct. 31st **–** **Nov. 4th**
	Word Processing	1. Word Processing Practical
		   • Creation of document
		   • Save
		   • Open a document
		   • Insert Text / Images
		   • Close a document
		Online Coursework Assessment
			Pgs. 130 – 133

10
Nov. 7th **–** **Nov. 11th**
	Word Processing	1. Word Processing Practical
		   • Select blocks of text.
		   • Manipulate text
		   • Apply appropriate formatting (text, line, page)
		   • Insert and format tables
		   • Spelling and grammar check
			Pgs. 133 – 137
			Pgs. 140, 143-144, 146-147

11 **Nov. 14th** **–** **Nov. 18th**	**Exam Review**	Review of all term's work / Final Word Project Submission.	

Word Processing Practical is 40% of End – Of – Term Mark

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January – March 2023 **Term 2**			
Hardcover 8 ½" X 11" notebook required for all classes			
Week	**Topic**	**Modules**	**Required Reading**
1 Jan. 2nd – Jan. 6th	**Presentation Software**	1. Presentation Software Theory 2. Create a simple presentation. 3. Save a presentation 4. Use formatting and editing tools on slides.	Online classroom notes
2 Jan. 9th – Jan. 13th	**Presentation Software**	1. Select and apply appropriate designs 2. Manipulate slides in a presentation. 3. Create and demonstrate a slideshow presentation. 4. Apply animation effects to slides insert graphics 5. Manipulate graphics	Online classroom notes
3 Jan. 16th – Jan. 20th	**Presentation Software Practical**	Presentation Software Practical Mid-Term	Online classroom notes
4 Jan. 23rd – Jan. 27th	**Internet and Web 2.0 tools**	Describe features of the Internet • URL and web addresses • hyperlinks • web browsers • Browsing the Internet	Pgs. 90 - 93
5 Jan. 30th – Feb. 3rd	**Internet and Web 2.0 tools**	Use search engines to find required information • Definition of search engine • Functions of a search engine • Search/find information • Popular search engines	Pgs. 91 Activity 3.12
6 Feb. 6th – Feb. 10th	**Internet and Web 2.0 tools**	Online Coursework Assessment Interacting with Website Practical Mid-Term Marks Due	

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Week	Topic	Modules	Required Reading
7 **Feb. 13th** **–** **Feb. 17th**	**Web 2.0 tools**	Email Theory and Practical • Use of e-mail • e-mail addressing • Forward, Reply, Copy, Attachments	pg. 94
8 **Feb. 20th** **–** **Feb. 24th** **(carnival week)**	**Web 2.0 tools**	Evaluate information obtained from the Internet – Class Activity • Credibility of sources • Relevance • Timeliness • Reliability, Accuracy	Online classroom notes
9 **Feb. 27th** **–** **Mar. 3rd**	**Ethics in Technology**	Cyber bullying • Meaning of Cyberbullying • Impact on students • Forms of cyberbullying (postings, texting, emails containing inappropriate material and abusive comments about an individual's status, physical characteristics, race, religion or sexual orientation) harassment, threats • Advice to victims of cyberbullying (make a report)	Pg 104 Online classroom notes
10 **Mar. 6th** **–** **Mar. 10th**	**Ethics in Technology**	Explain security issues related to social media and internet usage. • Protection of digital footprint • Profiles settings (use, security) • Passwords (strong passwords / frequency to change)	Pg 98-102
11 **Mar. 13th** **–** **Mar. 17th**	**Ethics in Technology**	Explain security issues related to social media and internet usage. • Posting your location • Identify theft • Email scams • Online socialising	Pg 104 - 107
12 **Mar. 20th** **–** **Mar. 24th**	**Ethics in Technology**	Online Coursework Assessment End Of Term marks due	

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Week	Topic	Modules	<mark>Required Reading</mark>
13 **Mar. 27th** **–** **Mar. 31st**	**Ethics in Technology**	Legal and ethical issues in relation to ICT usage. • Types of software (freeware, shareware, trial ware, commercial software)	pg 108 – 109, online classroom notes

April – July 2023 **Term 3**			
<mark>Hardcover 8 ½" X 11" notebook required for all classes</mark>			
Week	**Topic**	**Modules**	<mark>**Required Reading**</mark>
1 **Apr. 17th** **–** **Apr. 21st**	**Spreadsheets**	Spreadsheet Theory	Pgs 182 - 184
2 **Apr. 24th** **–** **Apr. 28th**	**Spreadsheets**	Spreadsheet Practical • Creation of a worksheet • Save/Print/Print Preview/Open/Close a spreadsheet • Edit contents in a worksheet (cell, range) • Insertions/Deletions of rows/columns • Row height and Column Width	Pg 185 - 186
3 **May. 1st** **–** **May. 5th**	**Spreadsheets**	Spreadsheet Practical • Arithmetic operations • Formulae (Sum, Average, Min, Max)	Pg 186 - 188
4 **May. 8th** **–** **May. 12th**	**Spreadsheets**	Spreadsheet Practical • Copy/Cut and paste formulas/cell contents • Relative and Absolute cell references <mark>Spreadsheet Practical</mark> <mark style="background-color:red">Mid-Term Marks Due</mark>	Pg 194 - 198

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Week	Topic	Modules	Required Reading
5 **May. 15th** **–** **May. 19th**	**Spreadsheets**	• Demonstrate data visually by creating appropriate charts using spreadsheet data • Label charts	Pgs 210 - 214
6 **May. 22nd** **–** **May. 26th**	**Computational Thinking**	Introduction to Problem Solving https://blockly.games/	Pgs 252 - 253
7 **May. 22nd** **–** **May. 26th**	**Computational Thinking**	• Write step by step instructions for a simple activity. • Apply step by step instructions for a simple activity • Outline the main steps of a simple activity.	Pgs 254 - 255
8 **May. 29th** **–** **June 2nd**	**Computational Thinking**	Activities in Problem Solving https://turtleacademy.com/	
9 **June 5th** **–** **June 9th**	**Review**	End of Year Review	
10 **June 12th** **–** **June 16th**	**Review**	End of Year Review	

End of Year Exams begin June 20th, 2023