

ST. MARY'S COLLEGE

FORM 2

SUBJECT- INFORMATION COMMUNICATION TECHNOLOGY

Course Outline 2014-2015

Term 1

Proposed Date/Week	Unit/Section	Topic	Modules
Wk 1-3	01	Form 1 Review	
			:01 – Definitions & Concepts
			:02 – Machine configuration
			:03 – Office productivity tools
Wk 4-7	02	Number Bases	:04 – Pre-Assessment
			:01 – Introduction to data representation
			:02 – Converting Decimal to Binary, Octal
Wk 8-12	03	Spreadsheets	:03 – Converting Binary, Octal to Decimal
			:04 – Integer representation using BCD
			:01 – Introduction to spreadsheet software
			:02 – Understanding spreadsheet terminology & features
			:03 – Working with formulae & functions
:04 – Replicating formulae			
:05 – Formatting worksheets			
			REVIEW

Term 2

Proposed Date/Week	Unit/Section	Topic	Modules
Wk 1-2			REVIEW
Wk 3-6		Spreadsheets	
Wk 7-9			:06 – Sorting
			:07 – Inserting charts & graphs
			:08 – Formatting charts & graphs
			:09 – Inserting & formatting graphic elements
	:10 – Preparing workbook & worksheets for output		

Term 3

Proposed Date/Week	Unit/Section	Topic	Modules
Wk 1-2	04	Presentations	:01 – Introduction to presentation software
Wk 3-7			:02 – Understanding presentation terminology & features
			:03 – Slide layout & formatting
			:04 – Inserting & formatting slide elements
			:05 – Animations & transitions
Wk 8-10			
		Summative Course Activities & Review	

Course reading

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

- Number bases Ch.6 pp. 76-82
- Spreadsheets Ch. 21 pp. 230-246
- Presentations Ch. 19 pp. 214-220

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.