

ICT Syllabus A

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Unit	Learning Objectives	Assessment	Resources	Notes
Unit 1: Introduction to ICT	Understand the role of ICT in society and the workplace.	Written test	Textbook, Internet	
Unit 2: Word Processing	Use word processing software to create and edit documents.	Practical assessment	Textbook, Software	
Unit 3: Spreadsheets	Use spreadsheet software to create and edit spreadsheets.	Practical assessment	Textbook, Software	
Unit 4: Presentations	Use presentation software to create and edit presentations.	Practical assessment	Textbook, Software	
Unit 5: Internet and Email	Use the Internet and email to communicate and research.	Written test	Textbook, Internet	

Unit	Learning Objectives	Assessment	Resources	Notes
Unit 6: Database Management	Use database management software to create and edit databases.	Practical assessment	Textbook, Software	
Unit 7: Graphics	Use graphics software to create and edit graphics.	Practical assessment	Textbook, Software	
Unit 8: Animation	Use animation software to create and edit animations.	Practical assessment	Textbook, Software	
Unit 9: Video	Use video software to create and edit videos.	Practical assessment	Textbook, Software	
Unit 10: Audio	Use audio software to create and edit audio.	Practical assessment	Textbook, Software	

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