

## Year 10 GNVQ ICT Course

### Year Planner

Unit	Weeks	Work				
<b>Unit 2</b>	<b>1/2</b>	<b>Basic Spreadsheets</b>	<b>Revision</b>		<b>Homework</b>  <b>Unit 1</b>  <b>Test Preparation</b>  <b>Theory Work</b>	
	<b>Part 1</b>	<b>3/7</b>	<b>Portfolio Work</b>	<b>Week 3</b>		<b>User Needs</b>
<b>Weeks 4-6</b>				<b>Complete Exercise</b>		
<b>Week 7</b>				<b>Evaluation Completed Task Handed In</b>		
<b>Half Term</b>						
<b>Unit 1</b>	<b>8</b>		<b>Revision of Word processing Desk Top Publishing General Theory Of Unit</b>			
	<b>9-10</b>	<b>Exam Prep</b>	<b>9-10</b>	<b>Types of Documents</b>		
<b>Test</b>	<b>11-12</b>		<b>11-12</b>	<b>Produce Exam Documents</b>		
	<b>13-14</b>			<b>Consolidate Theory</b>		
<b>Christmas</b>						
<b>Unit 1</b>	<b>Sit Unit 1 Exam</b>					
<b>Unit 2</b>	<b>1/2</b>	<b>Basic Database</b>	<b>Revision</b>		<b>Homework</b>  <b>Unit 5</b>  <b>Test Preparation</b>  <b>Theory Work</b>	
	<b>Part 2</b>	<b>3/7</b>	<b>Portfolio Work</b>	<b>Week 3</b>		<b>User Needs</b>
<b>Weeks 4-6</b>				<b>Complete Exercise</b>		
<b>Week 7</b>				<b>Evaluation Completed Task Handed In</b>		
<b>Half Term</b>						
<b>Unit 7</b>	<b>1/2</b>	<b>Basic PowerPoint</b>	<b>Revision</b>			
	<b>3/7</b>	<b>Portfolio Work</b>	<b>Week 3</b>	<b>User Needs</b>		
<b>Part 1</b>			<b>Weeks 4-6</b>	<b>Complete Exercise</b>		
			<b>Week 7</b>	<b>Evaluation Completed Task Handed In</b>		
<b>Easter Holidays</b>						
<b>Unit 7</b>	<b>1/2</b>	<b>Basic Web Site Building</b>	<b>Introduction</b>		<b>Homework</b>  <b>Consolidation of Coursework for Units 2 and 7</b> <b>Resit Candidates for Unit 1 prepare for test</b>	
	<b>3/7</b>	<b>Portfolio Work</b>	<b>Week 3</b>	<b>User Needs</b>		
<b>Part 2</b>			<b>Weeks 4-6</b>	<b>Complete Exercise</b>		
			<b>Week 7</b>	<b>Evaluation Completed Task Handed In</b>		
	<b>Half Term</b>					
<b>Sit Unit 5 Exam</b>						
<b>Consolidation of Coursework for Units 2 and 7</b> <b>Resit Candidates for Unit 1 prepare for test</b>						

This sheet is meant as a guide to what will be covered over the year. The period of time allowed for each unit is not negotiable. If you fall behind for any reason it is your responsibility to catch the work up in your own time. That means that you will be expected to work at lunchtimes and after school. You cannot do much of the portfolio work at home as your teacher has to verify that you have completed the work with no help. If you do fall behind you must speak with your teacher to discuss a plan of action to catch up. If you do not hand a piece of work in on time your mark will be on what you have completed at that stage. This probably means that you will fail that unit and the course as a whole. There will be no exceptions. Non completion of homework will severely reduce your chances of passing the test units.