

GCE in Applied ICT Single Award



Student Course Handbook 2014 – 2016

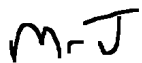
Block B [CTJ / RTD]
Block C [YTB / KTM]

Welcome!

Thank you for making one of the wisest decisions and choosing one of the most useful A-level courses on offer. This course is not only for people thinking of a career in ICT or studying computing at a higher level – It's for everybody no matter what you want to do in the future, when I was working at Coventry University you would not have believed the number of students on non ICT courses, who couldn't find information on the internet, draw graphs in Excel or even set out a letter properly – all essential skills whatever vocation you choose which we will cover!!

This booklet is designed to give you all the information which you need prior to starting the course and prepare you fully for what will be a challenging yet interesting two years.

Best of luck and I hope you enjoy your studies



ICT Teacher

Course Overview

This Applied A-Level follows the traditional advanced course model – three units for AS, six units for A2. You will receive five one hour lessons a week and be expected to carry out a further **five hours** study a week within your **own time**.

AS Units (Yr 12)

G040: Using ICT to Communicate	
<i>Unit Description</i>	You will use your presentation knowledge and skills to create a portfolio of different communications, including a presentation on different methods of communicating information and the technologies that support them. You will also compare a collection of standard documents used by organisations. The communications you create and compare need to have sufficient content to enable you to fully demonstrate your presentation knowledge and skills.
<i>What I Will Learn</i>	<ul style="list-style-type: none"> • Characteristics and significance of different types of information; • Different methods for communicating information and the technologies that support them; • To create original communications in styles that suit the users; • To improve the accuracy, readability and presentational quality of communications you create; • Ways organisations present information and why they use standard layouts for documents; • To choose and apply standard layouts; • The need for standard ways of working; • Good practice in your use of ICT.
<i>Assessment Method</i>	By producing a portfolio of evidence based around a scenario. The mark for this work will be the final mark for this unit.
G041: How Organisations Use ICT	
<i>Unit Description</i>	You will study how organisations (including at least one large organisation) collect, disseminate and use information, how they manage the flow of information between sections or departments and the way they use ICT to access and exchange information.
<i>What I Will Learn</i>	<ul style="list-style-type: none"> • How organisations are structured; • How organisations use and exchange information; • How well ICT can and does help organisations; • How ICT supports many different activities in organisations; • How ICT offers new opportunities.
<i>Assessment Method</i>	Sitting an examination in January. The mark for this examination will be the final mark for this unit.

G042: ICT Solutions for Individuals and Society	
<i>Unit Description</i>	You will use the internet and other sources to research and present findings to an investigation. You will also investigate the impact of the availability of electronic information on individuals and society – and how information is becoming available more and more in electronic formats only.
<i>What I Will Learn</i>	<ul style="list-style-type: none"> • Efficient use of research engines to find information required; • The impact of the availability of electronic information on individuals and society; • How to access information from large websites; • To use databases to find required information; • To use of spreadsheet software to analyse numeric data and present results; • How to present data of different types to form the results of your investigation; • How to evaluate the methods used to find information and present the results.
<i>Assessment Method</i>	By producing a portfolio of evidence based around a scenario. The mark for this work will be the final mark for this unit.

A2 Units (Yr 13)

G048: Working To A Brief	
<i>Unit Description</i>	This unit helps you to improve your own performance and working relationships through the planning, implementation, management and evaluation of an ICT project. Assessment is intended to allow you to demonstrate the development of your own skills and knowledge in relevant areas of ICT, as well as in your ability to work with others.
<i>What I Will Learn</i>	<ul style="list-style-type: none"> • To analyse current working practices; • To write a project plan using standard planning tools; • To develop your own ICT skills, find solutions to problems and work with others, • To evaluate the success of a project taking stakeholders views into consideration.
<i>Assessment Method</i>	By producing a portfolio of evidence which illustrates a solution to the chosen brief. The mark for this work will be the final mark for this unit.
G050: Interactive Multimedia Products	
<i>Unit Description</i>	In this unit you will study commercially-produced interactive multimedia products reflecting upon the techniques used to make the product educating and enjoyable to use. Using ideas gathered from existing products you will design, create, test and evaluate an interactive multimedia product which satisfies the needs of a client.
<i>What I Will Learn</i>	<ul style="list-style-type: none"> • What makes a good multimedia product; • To evaluate interactive multimedia products; • To design and build an interactive multimedia product to meet a client's requirements; • To develop your own ICT skills, so an interactive multimedia product can be made; • To review you interactive multimedia product for its effectiveness in meeting the clients' requirements.

<i>Assessment Method</i>	By producing a portfolio of evidence based around a scenario. The mark for this work will be the final mark for this unit.
G053: Developing and Creating Websites	
<i>Unit Description</i>	You will investigate examples of existing websites and use the ideas gained to design, create, upload, test and evaluate your own site.
<i>What I Will Learn</i>	<ul style="list-style-type: none"> • The requirements for setting up a website; • Terminology relating to the Internet; • The differences in the range of web programming languages available for developing web pages and components within them; • The differences between Internet and intranet sites and the network security implications of running web servers.
<i>Assessment Method</i>	By producing a portfolio of evidence based around a scenario. The mark for this work will be the final mark for this unit.

Course Time Plan

You will have at least two different teachers – each is responsible for their own unit(s). A typical structure for the two years:

	Single Award Units Year #1		Single Award Units Year #2	
	Teacher #1 (2 Hours)	Teacher #2 (3 Hours)	Teacher #1 (2 Hours)	Teacher #2 (3 Hours)
Sept	01	04	01	04
	08	11	08	11
	15	18	15	18
	22	25	22	25
	29	02	29	02
Oct	06	09	06	09
	13	16	13	16
	20	23	20	23
	27 Half Term Holiday	30 Half Term Holiday	27 Half Term Holiday	30 Half Term Holiday
Nov	03	06	03	06
	10	13	10	13
	17	20	17	20
	24	27	24	27
	01	04	01	04
Dec	08	11	08	11
	15	18	15	18
	22 Christmas Holiday	25 Christmas Holiday	22 Christmas Holiday	25 Christmas Holiday
Jan	29 Christmas Holiday	01 Christmas Holiday	29 Christmas Holiday	01 Christmas Holiday
	05	08 G042 Deadline	05	08 G043 Deadline
	12	15	12	15
	19	22	19	22
	26	29	26	29
Feb	02	05	02	05
	09	12	09	12
	16 Half Term Holiday	19 Half Term Holiday	16 Half Term Holiday	19 Half Term Holiday
	23	26	23 G048 Deadline	26
	02	05	02	05
Mar	09	12	09	12
	16	19	16	19
	23	26	23	26
	30	02	30	02
	06 Easter Holiday	09 Easter Holiday	06 Easter Holiday	09 Easter Holiday
Apr	13 Easter Holiday	16 Easter Holiday	13 Easter Holiday	16 Easter Holiday
	20 G040 Deadline	23	20	23
	27	30	27	30
	04	07	04	07
	11	14	11	14 G050 Deadline
May	18 G041 Exam This Week Normally	21 G041 Exam This Week Normally	18 Study Leave	21 Study Leave
	25 Half Term Holiday	28 Half Term Holiday	25 Half Term Holiday	28 Half Term Holiday
	01	04	01 Study Leave	04 Study Leave
Jun	08	11	08 Study Leave	11 Study Leave
	15	18	15 Study Leave	18 Study Leave
	22	25	22 Study Leave	25 Study Leave
	29	02	29 Study Leave	02 Study Leave
	06	09	06 Study Leave	09 Study Leave
Jul	13	16	13 Study Leave	16 Study Leave
	20 Summer Holiday	23 Summer Holiday	20 Summer Holiday	23 Summer Holiday
	27 Summer Holiday	30 Summer Holiday	27 Summer Holiday	30 Summer Holiday

G040: Communicating Using ICT	G048: Working To A Brief
G041: How Organisations Use ICT	G053: Developing and Creating Websites
G042: ICT Solutions for Individuals and Society	G050: Interactive Multimedia Products
START A2	

Course Assessment / Marking

Each unit is marked out of 50 – and then converted to a UMS mark out of 100. The grade boundaries (how to convert original mark to UMS) are set by the exam board and can change but what each UMS mark is worth always remains the same.

Grade	Unit UMS	AS UMS	A2 UMS
A	80	240	480
B	70	210	420
C	60	180	360
D	50	150	300
E	40	120	240

- Each unit is split into several tasks which are awarded marks.
- Your teacher will set intermediate deadlines which need to be met.
- Your teacher will mark each task as the unit progresses and give feedback – you will have an opportunity to improve the work.
- All work is due by the unit deadline otherwise it will not be marked and mark will be zero.
- Depending on time there may be chance for feedback and improvement after the final deadline – but don't count on it – get work right first time!!

KS5 ICT Coursework Feedback Form

Student Name STEPHEN Date APR 2009

Comments

Task A
Still not used logical operators properly
only AND

Task E
Test spreadsheet with dummy data

Task F Use correct format for your bibliography

An example feedback form

The A* grade is available at the end of A2 (like other A-Levels, A* is not awarded at AS level) and you need enough UMS marks for a grade A overall and have gained 90% (270 / 300) of the available UMS marks for the A2 units studied to be considered for the grade.

2014/2015 Key Dates and Deadlines

Yr 12 Applied Master Plan 2014 - 2015				
Single Award Units Block B		Single Award Units Block C		
CTJ (Mon 4 / 5)	RTD (Thurs 1 / 2 / 3)	YTB (Tues 4 / 5)	KTM (Fri 1 / 2 / 3)	
01 Training Day	04	02 Progress Day	05	
08	11	09	12	
15	18	16	19	
22	25	23	26	
29	02	30	03	
06	09	07	10	
13	16	14	17	
20	23	21	24	
27 Half Term Holiday	30 Half Term Holiday	28 Half Term Holiday	31 Half Term Holiday	
03	06	04	07	
10	13	11	14	
17	20	18	21	
24	27	25	28	
01	04	02	05	
08	11	09	12	
15	18	16	19	
22 Christmas Holiday	25 Christmas Holiday	23 Christmas Holiday	26 Christmas Holiday	
29 Christmas Holiday	01 Christmas Holiday	30 Christmas Holiday	02 Christmas Holiday	
05	08 G042 Deadline	06	09 G042 Deadline	
12	15	13	16	
19	22	20	23	
26	29	27	30	
02	05	03	06	
09	12	10	13	
16 Half Term Holiday	19 Half Term Holiday	17 Half Term Holiday	20 Half Term Holiday	
23	26	24	27	
02	05	03	06	
09	12	10	13	
16	19	17	20	
23	26	24	27	
30	02	31	03 Easter Holiday	
06 Easter Holiday	09 Easter Holiday	07 Easter Holiday	10 Easter Holiday	
13 Easter Holiday	16 Easter Holiday	14 Easter Holiday	17 Easter Holiday	
20 G040 Deadline	23	21 G040 Deadline	24	
27	30	28	01	
04 May Day	07	05	08	
11	14	12	15	
18	21 G041 Exam Friday 22 May AM	19	22 G041 Exam Friday 22 May AM	
25 Half Term Holiday	28 Half Term Holiday	26 Half Term Holiday	29 Half Term Holiday	
01	04	02	05	
08	11	09	12	
15	18	16	19	
22	25	23	26	
29	02	30	03	
06	09	07	10	
13	16	14	17	
20 Summer Holiday	23 Summer Holiday	21 Summer Holiday	24 Summer Holiday	
27 Summer Holiday	30 Summer Holiday	28 Summer Holiday	31 Summer Holiday	

G040: Communicating Using ICT
G041: How Organisations Use ICT
G042: ICT Solutions for Individuals and Society
START A2

Wider Reading and Discovery Pack Titles

BOOKS

AS GCE for OCR Applied ICT Single Award

by [Maggie Banks](#) (Author), [K. Mary reid](#) (Editor)

Paperback: 142 pages

Publisher: *Heinemann Educational Publishers; first edition (6 Sep 2005)*

ISBN-10: 0435449974

Synopsis: *Official OCR Text book for the course – this version covers the AS Single Award Units.*

AS GCE for OCR Applied ICT Double Award

by [Maggie Banks](#); [Glen Millbery](#); [Sonia Stuart](#); [Karen Scott](#) (Author), [K. Mary reid](#) (Editor)

Paperback: 384 pages

Publisher: *Heinemann Educational Publishers (18 Oct 2005)*

ISBN-10: 0435449966

Synopsis: *Official OCR Text book for the course – this version covers the AS Single and Double Award Units.*

A2 GCE for OCT Applied ICT (A2 Level Applied ICT)

by [K.Mary Reid](#) (Author, Editor)

Paperback: 432 pages

Publisher: *Heinemann Educational Publishers (14 Jul 2006)*

Language *English*

ISBN-10: 0435462148

Synopsis: *Official OCR Text book for the course – this version covers the A2 Single Award Units.*

Word 2003 in Easy Steps

by [Scott Basham](#) (Author)

Paperback: 192 pages

Publisher: *Computer Step (6 Nov 2003)*

ISBN-10: 1840782633

Synopsis: *No need to wade through dull and confusing manuals! At last, an easy-to-read, full colour guide that will help you become an office whiz in no time!*

Publisher 2003 in Easy Steps

by [Brian Austin](#) (Author)

Paperback: 192 pages

Publisher: *Computer Step; illustrated edition (Sep 2004)*

ISBN-10: 1840782773

Synopsis: *When working on a wide range of document types for printing save the hassle with this simple yet comprehensive guide.*

Excel 2003 in Easy Steps

by [Stephen Copestake](#) (Author)

Paperback: 192 pages

Publisher: *Computer Step; illustrated edition (6 Nov 2003)*

ISBN-10: 1840782668

Synopsis: *Excel 2003 in easy steps" covers all the essential features of the latest version of Microsoft's leading spreadsheet application. If you want detailed, practical information with*

helpful, full-color illustrations - all organized in a concise, easy to understand format - this is the book for you!

Excel 2003 for Dummies (For Dummies)

by [Greg Harvey](#) (Author)

Paperback: 408 pages

Publisher: John Wiley & Sons; Revised edition (10 Oct 2003)

ISBN-10: 0764537563

Synopsis: *Now, you can crunch financial data, add sparkle to presentations, convert static lists of numbers into impressive charts, and discover what all the shouting's about regarding databases, formulas, and cells.*

Successful ICT Projects in Excel (A Level ICT)

by [Pat M. Heathcote](#) (Editor)

Paperback: 224 pages

Publisher: Payne-Gallway; 3rd Revised edition edition (15 May 2002)

ISBN-10: 1903112710

Synopsis: *Useful to students on a wide range of other courses requiring an in-depth knowledge of spreadsheets. It assumes no previous knowledge of Excel and takes the reader from basics such as entering, editing and formatting text, numbers and formulae through to advanced features such as 'What if' scenarios, pivot tables, macros and customised toolbars. A wide range of examples is used to illustrate the different facilities of Excel.*

Paint Shop Pro 9 and Studio in easy steps

by [Stephen Copestake](#) (Author)

Paperback: 192 pages

Publisher: Computer Step (15 Jan 2005)

ISBN-10: 1840782927

Synopsis: *Paint Shop Pro 9 and Studio in easy steps provides practical, plain-English help with all the essential features of JASC's celebrated image-editing software. Its step-by-step approach is supplemented with full-colour illustrations that demonstrate the program's photo-editing features to maximum effect.*

Paint Shop Pro 9 for Dummies

by [David C. Kay](#) (Author), [William Steinmetz](#) (Author)

Paperback: 360 pages

Publisher: John Wiley & Sons (27 Jan 2005)

ISBN-10: 0764579355

Synopsis: *Covers how to capture images from a variety of different media—paper, camera, and screen. More advanced topics include retouching, adjusting colours, creating artistic effects, adding layers of text and shapes, masking layers, and creating Web images are also included.*

Web Design for Dummies (2nd Edition)

by [Lisa Lopuck](#) (Author)

Paperback: 336 pages

Publisher: John Wiley & Sons; 2nd Edition (31 Mar 2006)

ISBN-10: 0471781177

Synopsis: *The focus is on professional rather than personal Web sites, and the book is best suited to those who have already mastered basic Web concepts.*

Web Design in Easy Steps (5th Edition)

by [Richard Quick](#) (Author)

Paperback: 240 pages

Publisher: In Easy Steps Limited; 5 edition (30 Jul 2009)

ISBN-10: 184078380X

Synopsis: *Web Design in easy steps guides you through the process of creating a website from planning to search engine promotion, explaining everything you need to know in plain English. This brand new version is an update of the previous versions taking into account the latest developments in the field of web design.*

Project Management for Dummies

by [Stanley E. Portny](#) (Author)

Paperback: 384 pages

Publisher: John Wiley & Sons; 2nd Edition (8 Dec 2006)

ISBN-10: 0470049235

Synopsis: *Project Management For Dummies, Second Edition* introduces you to the principles of successful project management and shows you how to motivate any team to gain maximum productivity.

A2 GCE Applied Business: OCR

by [Mr Rob Dransfield](#) (Editor), [Mr David Needham](#) (Editor), [Catherine Richards](#) (Editor), [Mr Neil Richards](#) (Editor)

Paperback: 416 pages

Publisher: Heinemann (8 Sep 2006)

ISBN-10: 0435352911

Synopsis: *First chapter has useful notes on Gantt charts and critical path analysis which are suitable for use in unit 09.*

Project Management in Easy Steps

by [John Carroll](#) (Author)

Paperback: 192 pages

Publisher: In Easy Steps Limited (28 Nov 2008)

ISBN-10: 1840783702

Synopsis: *Successful project management is not rocket science but is based on two elements: sound common sense and proven methods and processes. This book covers both and deals with successful project management in a way that is easy to follow for novice project managers while still providing a valuable source of inspiration for the more experienced.*

Dreamweaver CS3 in Easy Steps

by [Nick Vandome](#) (Author)

Paperback: 192 pages

Publisher: Computer Step (30 Nov 2007)

ISBN-10: 1840783486

Synopsis: *Simple, easy to follow full colour introduction to using Dreamweaver to create webpage's.*

Dreamweaver CS3 for Windows and Macintosh: Visual QuickStart Guide

by [Tom Negrino](#) (Author), [Dori Smith](#) (Author)

Paperback: 576 pages

Publisher: Peachpit Press; 1 edition (7 Jun 2007)

ISBN-10: 0321503023

Synopsis: *You need some experience with Dreamweaver to make the most of this book – covers more advanced topics and tools.*

JavaScript in Easy Steps (4th Edition)

by [Mike McGrath](#) (Author)

Paperback: 192 pages

Publisher: In Easy Steps Limited; 4th Revised Edition (27 Feb 2009)

ISBN-10: 1840783621

Synopsis: *Simple examples of code which can be added to your web pages to give them an interactive edge.*

Javascript and Ajax for the Web (Visual QuickStart Guides) (6th Edition)

by [Tom Negrino](#) (Author), [Dori Smith](#) (Author)

Paperback: 512 pages

Publisher: Peachpit Press; 6 Edition (7 Sep 2006)

ISBN-10: 0321430328

Synopsis: *Simple examples of code which can be added to your web pages to give them an interactive edge.*

MAGAZINES

Computer Active

Publisher: *Incisive Media*

Web Link: www.computeractive.co.uk

Frequency: *Fortnightly*

Synopsis: *Clear computer magazine offering, news, reviews, articles and workshops all in plain simple English. Well worth spending some of your EMA on a subscription - very good value for money.*

WEBSITES

CompuTech Education Website

Link: <http://www.computechedu.co.uk>

Author: *Mr C M Johnston*

Synopsis: *All the course lecture notes, assignments and other materials to assist with the successful completion of your work.*

OCR Website

Link: <http://www.ocr.org.uk>

Author: *Cambridge Assessment Group*

Synopsis: *Official examination board website with specifications and some sample assessment materials*

Mind Tools

Link: http://www.mindtools.com/pages/main/newMN_PPM.htm

Author: *Mind Tools (North America) Ltd*

Synopsis: *Good section of project management tools and their use.*

Digital Workshop

Link: <http://www.digitalworkshop.com/>

Author: *Digital Workshop*

Synopsis: *Website produced by the developers of OPUS Headstart. Contains links to the trail download, user guides and a forum where questions can be asked.*

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Produced By C Johnston

CompuTech Education 2014

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