

## Gateway Entry Level Award in Progression (Entry 3)

Year 12/13	Autumn - Term 1	Spring - Term 2	Summer - Term 3
<p><i>Gateway Entry level Award in Progression (Entry 3)</i></p>	<p style="text-align: center;"><b><i>Personal Digital Photograph Processing</i></b></p> <p><i>1 Be able to use a software package to process digital photographs.</i></p> <p>In this unit students will take photographs using the college DSLR cameras. They will then download these photos to computer for basic editing.</p>	<p style="text-align: center;"><b><i>Word Processing Software Skills</i></b></p> <p><i>1. Be able to enter and edit text within word processing documents.</i></p> <p>In this unit students will create a word processed document using images from the previous unit.</p> <p><i>2. Be able to structure information within word processing documents.</i></p> <p>They will organize their work using layout templates.</p>	<p style="text-align: center;"><b><i>Word Processing Software Skills (cont.)</i></b></p> <p><i>3. Be able to use word processing software tools to format and present documents.</i></p> <p>Students will edit their document using word processing tools.</p>
Home opportunities	All student work will be accessible via the Google Classroom platform.		
Out and about	Students will have the opportunity to take photographs outside of the classroom for use within their work in both units.		