

**CAMPUS CALENDAR 2021-2022**  
**Faculty of Business, Computing and ICT BTEC - KS4 - Year 11**

23 Aug - 27 Aug	1		
30 Aug - 03 Sept	2	<b><u>COMPONENT 3: Digital Working Practices (Exam 40%)</u></b>	
06 Sept - 10 Sept	3	<p><u>Topics for this half-term:</u>  <u>Learning Aim A: Modern Technologies and Their Impact on Organisations</u></p> <ul style="list-style-type: none"> <li>• Cloud Technologies</li> <li>• Maintenance and Performance</li> <li>• Collaborative Technologies</li> <li>• Communication with Team Members and Stakeholders</li> <li>• Accessibility &amp; Inclusivity</li> <li>• Technology and Organisations</li> <li>• Technology and the Individual</li> </ul>	
13 Sept - 17 Sept	4		
20 Sept - 24 Sept	5	<p><u>Topics for this half-term:</u>  <u>Learning Aim B: Threats to Digital systems and how an organisation can manage them.</u></p>	
27 Sept - 01 Oct	6	<ul style="list-style-type: none"> <li>• External Threats</li> <li>• Internal Threats</li> <li>• Data Protection</li> <li>• Security Policies</li> <li>• Actions to Take</li> </ul>	
04 Oct - 08 Oct	7		
11 Oct - 15 Oct	8		
18 Oct - 22 Oct		Mid Term Break	
25 Oct - 29 Oct	9	<p><b><u>COMPONENT 3: Digital Working Practices</u></b>  <b><u>(Exam 40%)</u></b></p> <p><u>Assessment:</u>            Week Beginning: 22nd November December MOCK EXAM            Topics: All from Component 3 Learning Aims A&amp;B</p> <p><u>Learning Aim C: Responsible, Legal and Ethical Use of Data</u></p> <ul style="list-style-type: none"> <li>• Sharing Data</li> <li>• Environmental Impacts</li> <li>• Legal Requirements</li> <li>• Acceptable Use</li> <li>• Intellectual Property</li> </ul> <p><u>Learning Aim D: Planning and Communication in Digital Systems</u></p> <ul style="list-style-type: none"> <li>• Data Flow Diagrams</li> <li>• Flow Charts</li> <li>• System Diagrams</li> </ul>	<p><b><u>COMPONENT 2: Collecting Presenting and Interpreting Data</u></b>  <b><u>(Coursework 30%)</u></b></p> <p><b>Learning Aim A: Investigate the role and impact of using data on individuals and organisations</b></p> <ul style="list-style-type: none"> <li>• Data Representation: Data Types and Presentation Methods</li> <li>• Data Collection: Primary and Secondary Collection , Features of Data Collection</li> <li>• Data Modelling</li> <li>• Data Security for Individuals</li> <li>• Data Analysis</li> </ul> <p><u>Assessment</u>  <b>Coursework:</b> This unit will NOT be assessed this year due to reduced content to compensate for time lost due to Covid.</p>
01 Nov - 05 Nov	10		
08 Nov - 12 Nov	11		
15 Nov - 19 Nov	12		
22 Nov - 26 Nov	13		
29 Nov - 03 Dec	14		
06 Dec - 10 Dec	15		
13 Dec - 17 Dec	16		
20 Dec - 24 Dec	17a		
22 Dec- 4 Jan		Christmas & New Year Break	
03 Jan - 07 Jan	17b	<p><b><u>COMPONENT 3: Digital Working Practices</u></b>  <b><u>(Exam 40%)</u></b></p> <p><u>Topics for this half-term:</u></p> <p><b><u>Revision</u></b>  <u>Learning Aim A: Modern Technologies and Their Impact on Organisations</u>  <u>Learning Aim B: Threats to Digital systems and how an organisation can manage them.</u>  <u>Learning Aim C: Responsible, Legal and Ethical Use of Data</u>  <u>Learning Aim D: Planning and Communication in Digital Systems</u></p>	<p><b><u>COMPONENT 2: Collecting Presenting and Interpreting Data (Coursework 30%)</u></b></p> <p><b>Learning Aim B: Create a Dashboard Using Data Manipulation Tools.</b></p> <p><u>Topics for this half-term:</u></p> <ul style="list-style-type: none"> <li>• Importing Data,</li> <li>• Formulae</li> <li>• Cell referencing (relative, absolute, named)</li> <li>• Decision making functions</li> <li>• Lookup functions</li> </ul>
10 Jan - 14 Jan	18		
17 Jan - 21 Jan	19		
24 Jan - 28 Jan	20		
31 Jan - 04 Feb	21		

07 Feb - 11 Feb	22	<b>Assessment:</b> Week Beginning: 7th February (provisional date) EXAM: Component 3 (40%) Topics: All of Component 3 (Learning aims A,B,C & D)	
14 Feb - 18 Feb		<b>Mid Term Break</b>	
21 Feb - 25 Feb	23	<p align="center"><b>COMPONENT 2: Collecting Presenting and Interpreting Data (Coursework 30%)</b></p> <p align="center"><b>Learning Aim B: Create a Dashboard Using Data Manipulation Tools.</b></p> <p><b>Topics for this half-term:</b></p> <ul style="list-style-type: none"> <li>• Count functions &amp; Logical operators,</li> <li>• Sorting &amp; Filtering Data,</li> <li>• Simple Macros &amp; Data Validation</li> <li>• Editing text &amp; using outlines,</li> <li>• Linking Spreadsheets &amp; views,</li> <li>• Conditional formatting &amp; Data summaries,</li> <li>• Presentation methods</li> </ul> <p align="center"><b>Learning Aim C: Draw Conclusions and Review Data Presentation Methods</b></p> <p><b>Topics for this half-term:</b></p> <ul style="list-style-type: none"> <li>• Drawing Conclusions</li> <li>• Making Recommendations</li> <li>• How Presentation Affects Understanding</li> </ul> <p><b>Assessment:</b> Week Beginning: 14th March COURSEWORK Learning Aim B 2022 Dates may vary depending on exam dates for</p> <p>Week Beginning: 4th April: COURSEWORK Learning Aim B Redraft Week Beginning: 4th April COURSEWORK Learning Aim C</p>	
28 Feb - 04 Mar	24		
07 Mar - 11 Mar	25		
14 Mar - 18 Mar	26		
21 Mar - 25 Mar	27		
28 Mar - 01 Apr	28		
04 Apr - 08 Apr	29		
11 Apr - 15 Apr			
18 Apr - 22 Apr			
25 Apr - 29 Apr	30	<p><b>Topics for this half-term:</b></p> <ul style="list-style-type: none"> <li>• Data Security for Individuals</li> <li>• Data Analysis</li> </ul> <p><b>Assessment:</b> Week Beginning: 9th May COURSEWORK Learning Aim C: Redraft Date may vary depending on exam dates for 2022</p> <p>May (Date TBC): EXAM resit opportunity Component 3 (40%) Topics: All of Component 3 (Learning aims A,B,C &amp; D)</p>	
02 May - 06 May	31		
09 May - 13 May	32		
16 May - 20 May	33		
23 May - 27 May	34		
30 May - 03 June		<b>Mid Term Break END OF COURSE</b>	

## Course Information

<b>Course Structure</b>	The course is assessed through 2 Coursework Assignments (30% & 30%) And one exam in year 11 (40%)										
<b>Assessment</b>	<p>Your Assessments in BTEC ICT will mostly be your Coursework assignment in Year 10 and Coursework assignment in year 11. You have 2-3 weeks for each followed by a chance to redraft a few lessons later.</p> <p>Each coursework assignment consists of 2-3 tasks. You must complete all tasks when you submit the coursework to be allowed to redraft.</p> <p>You must complete the coursework on time to be allowed a redraft. The Following 5 grades are available</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="2">LEVEL 1</th> <th colspan="3">LEVEL 2</th> </tr> <tr> <td>Pass</td> <td>Merit</td> <td>Pass</td> <td>Merit</td> <td>Distinction</td> </tr> </table>	LEVEL 1		LEVEL 2			Pass	Merit	Pass	Merit	Distinction
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Pass	Merit	Pass	Merit	Distinction							
<b>Feedback</b>	<ol style="list-style-type: none"> <li>1. You complete the coursework</li> <li>2. Your teacher will mark the work, you will be given general pointers for how to improve but no specific help (This is against exam-board regulations)</li> <li>3. Your work will be returned to you and you will read the feedback on your BTEC record sheet.</li> <li>4. After reading the feedback your teacher has provided you with, you will improve your coursework using purple text to show where you have made improvements.</li> <li>5. You will record your coursework grade in your assessment folder along with a copy of your record sheet</li> </ol>										
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<b>Study Materials</b>	<ul style="list-style-type: none"> <li>● Knowledge Organisers</li> <li>● Google Classroom</li> <li>● BBC Bitesize</li> <li>● Knowitall Ninja</li> </ul>										
<b>Class Work</b>	You will mostly be creating notes and completing activities on the computer. You will be expected to share these notes to your drive once completed to help you with revision.										