

BRIDGING UNIT
LEVEL 3 BTEC INFORMATION TECHNOLOGY



PROGRAMME LEADER - MR Lee

ASSESSORS - MR ALEXANDER AND MR LEE

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Picture

BIG PICTURE

BTEC National in Information Technology

The Extended Certificate (equivalent to 1 A level) consists of 4 units: 3 mandatory units and 1 optional. The 3 mandatory units include 1 internally set assignment, 1 externally set assignment and an external examination.

Unit 1 (external examination) – Information Systems Technology

Unit 2 (externally set assignment) – Creating Systems to Manage Information

Unit 3 (internally set assignment) – Using Social Media in Business

Unit 5 (internally set assignment) - Data Modelling

Assessment information

BTEC National in Information Technology offers a wider range of assessments including assignments, tasks set and assessed by the exam board and written exams. This balanced approach means you can showcase for future employers how you apply your learning to relevant, everyday workplace challenges, and higher education institutions can be confident you are well prepared for a higher level of study and assessment methods.

You will sit 2 external examinations in Year 12 - Unit 1 and Unit 2

Unit 1 (External synoptic exam) The number of marks for the unit is 90.

This unit is externally assessed through a written examination set and marked by Pearson. The examination is two hours in length. You will be assessed on your understanding of computer systems and the implications of their use in personal and professional situations.

Unit 2 (External assessment) The number of marks for the unit is 66

This unit is externally assessed through a task set and marked by Pearson. The set task will be completed under supervised conditions for 10 hours in a one-week period set by Pearson, which can be arranged over a number of sessions. The set task will assess your ability to design, create, test and evaluate a relational database system to manage information.

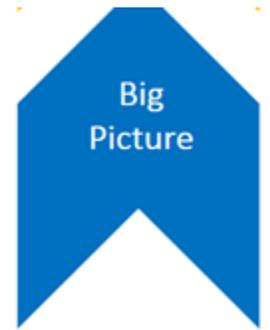
All mandatory units (1, 2 and 3) MUST be passed to achieve a qualification in this BTEC subject.

This workbook will cover tasks from all 4 units covered within LEVEL 3 BTEC Information Technology.

Unit 1 - Information Systems Technology

Unit overview -

This is the 'big' exam on the course (one of two exams, but this one is the traditional written exam and worth the most points on the course). You will look at loads of the different aspects of IT, such as networks; internal components; legislation; the online world; security and the ethical issues around IT. However, we will always look at each of these areas in terms of how they impact on ourselves and others.



TASK

Watch the following episode from BBC Click -

<https://www.bbc.co.uk/programmes/m000h5cv>

This looks at some of the technology that has shaped the world in the last 20 years. When watching take a few notes on three technologies that interest you, try to focus on two things (these notes will help with the task) -



1. What impact has the technology had on our lives in a **positive** way (e.g. saving us time, helping people with disabilities, entertaining us, saving lives etc.)?
2. What impact has the technology had on our lives in a **negative** way (e.g. making us lazy, distracting us, creating technology addiction, invading our privacy etc.)

Choose any 3 of the technologies from the episode and do a quick write up of how they impact on your life and the lives of others (remember to write about both positive and negative impacts). You could write each paragraph using the following structure:



Sentence 1 - Introduce the technology (imagine you are describing it to someone from another planet who has never heard of it).

Sentence 2 - Explain how has it impacted on our lives in a good way (your life and the lives of others).

Sentence 3 - Explain how has it impacted on our lives in a negative way (your life and the lives of others)?

Sentence 4 - Overall, do you think it has had more of a good or a bad impact on our lives?



Unit 2 - Creating Systems to Manage information

This unit relies heavily on being able to use **Microsoft Access** (Most of you will not have access to this at home). This unit will require you to sit a practical exam, where you are given a scenario to create a database for. I have put together some videos to watch and make notes on and have also put a list of key terms to research and understand.

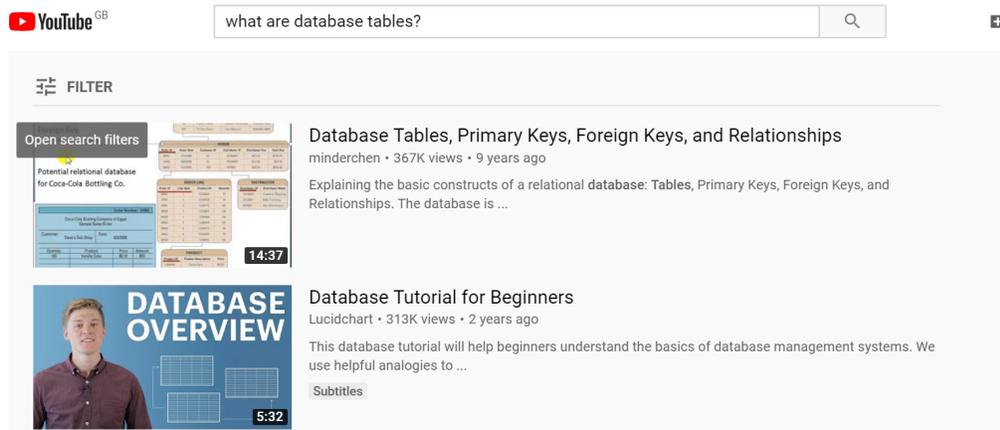


Key words - (This should include a description of the concept as you understand it. What would be great is to get some **screen prints** of these concepts and **website references** where you have found some understandable information on these topics.

*** It is worth mentioning there are websites you will come across and think **“WHAT IS THIS TALKING ABOUT...”** The trick here is to find a website, Youtube channel or textbook which simplifies what you are looking at to the point where it becomes simple ***



Youtube is king for this, but it can take some time to watch the videos in full.



The screenshot shows a YouTube search interface with the query 'what are database tables?'. The search results are filtered and show two video thumbnails. The first video is titled 'Database Tables, Primary Keys, Foreign Keys, and Relationships' by minderchen, with 367K views and posted 9 years ago. The second video is titled 'Database Tutorial for Beginners' by Lucidchart, with 313K views and posted 2 years ago. The search bar at the top contains the text 'what are database tables?' and a search icon. A 'FILTER' button is visible on the left side of the results.

Excellent resource to help with Exam technique for Databases - Check a few of these videos out for certain sections of the exam:

<https://www.youtube.com/user/ataskmrjones/videos>

I worked in Databases for 10 years before becoming a teacher and still regularly research how to complete certain tasks. The key with this unit is practice!

TASK 1 - Keywords (Feel free to not populate this table, you can arrange this as you feel necessary)

The first 4 are like the backbone of databases, these need to be understood in terms of their job to the overall database solution to the scenario you are given to solve.

Concept	Description (Your own)	Screen print	Reference
Tables			
Form			
Query			
Report			
Primary Keys			
Relationships			
Data Types			
Validation			
Presence Check			
Length Check			
Range Check			
Value Lookups			
Table Lookups			

TASK 2

Research the term '**Database Normalisation**' and have a go at normalising these sets of data. This is one of the trickiest parts of the course and if you can master this on your own you will do very well in the exam.

Click link to view the tasks

<https://drive.google.com/file/d/1XQgCifb9zi4frv4Glryt6l0USkRyMTD5/view?usp=sharing>



Unit 3 - Social Media in Business



I have attached a Presentation which will run you over the main content we will be looking at and working with in Social Media. A lot of people have social media, but rarely do they look at social media for a business tool.

Link to Presentation -

https://drive.google.com/open?id=1uwXW_2GaACspOt9oddaNTN9G9z9H4R11

This unit consists of:

- Creating a presentation to deliver to business experts on how they can use social Media.
- Creating a plan to implement a social media solution for a chosen local business.
- Working with the owner of the business to perfect the plan for the needs of the business

TASKS FOR UNIT 3

Once you have looked through the Presentation, you need to complete the following tasks:

- Choose 2 businesses, 1 local and one national/international
 - Examples can include a tattoo shop, florist, bakery, sporting memorabilia, bridal shop, gaming shops etc.
- Research how they use social media on 2 social media platforms (I would choose Facebook/Instagram if possible)
- Write down your findings. What type of adverts do they use? Are the posts serious? Funny? Informational? What ways do they use to capture their audience? What are their target audiences? How many people interact with certain posts (likes/shares/comments)? Do you find there are more people interacting with posts that include images or videos? Does the company ask questions in the post to engage their audience?

Once you have done a little research you are now tasked with creating 3 social media posts for that type of business you have researched. What would you include to improve the post? Using this site to create the posts:

http://admocks.adparlor.com/#facebook/website_clicks/image

Browser tabs: You're not connected, AdParlor Mockup Gene

Address bar: admocks.adparlor.com/#facebook/website_clicks/image

Notifications: Hey Safari User! For the best experience, we advise you to use Google Chrome. New! Added support for Instagram Stories.

Facebook Sidebar:

- Facebook
 - Website Clicks
 - Mobile App Install
 - Desktop App Install
 - Video Post
 - Status Post
 - Photo Post
 - Offer
 - Event
 - Page Likes
- Instagram
- Twitter
- Pinterest

Scale creative, not production cost. [Get Started](#)

Website Clicks

Send people to important sections of your website, or get them to take specific actions such as buying a product.

Image Video Carousel

Advertiser Info

Specify the Facebook page that your ads will be associated with. [Clear](#)

Page Name

Message

Grab interest with more info about what you're advertising. Keep it short - we recommend 90 characters or less.

Message

Image

Compelling images will encourage your target audience to engage. Recommended image size: 1,200 x 628 pixels.

[Download Mockup](#)

Newsfeed Right-Hand Mobile

YourPageHere Sponsored [Like Page](#)

Your Message Here

into **MULTIPLE ADS!**

Your Headline Here
Your Description Here
YOUR CAPTION HERE [Learn More](#)

20 562 Comments 311 Shares

[Like](#) [Comment](#) [Share](#)

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Unit 5 - Data Modelling

This unit consists of -

- LAA - Research and investigate the many different features of spreadsheets that can be used to help decision making.
- LAB - Design and develop a spreadsheet for a scenario.
- LAC - Evaluate your model against the original brief.

Tasks -

A reminder that we can use Google Sheets for free so we don't need to worry about having Microsoft Excel.

You are going to create the background work that will inform the first section of your Unit 5 coursework (note this can actually be used in your coursework when we start it...saving you loads of time on the research phase). You will need to make a copy of [THIS TEMPLATE](#) as you will be completing various slides.

1. Slides 1-7

First read the first two links on GCSE Bitesize (yes its GCSE but it covers the content you need for the first section of this task).

Link Modelling - <https://www.bbc.co.uk/bitesize/guides/zvxp34j>

Link Spreadsheets - <https://www.bbc.co.uk/bitesize/guides/znjmn39> (also have a look at the builders incomplete spreadsheets).

2. Slides 8-10

Go to the following site -

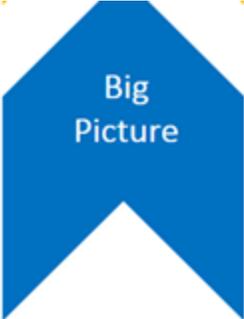
<https://www.teachthought.com/technology/free-excel-spreadsheet-templates-for-teachers/>

and choose 3 spreadsheet examples to describe and annotate on each of the slides 8-10.

3. Slides 11-26 - Do some research around each feature to find examples and descriptions (do not copy these word for word, but use them to guide your description. Include the link of where you found the information at the bottom of each slide.

4. Slides - 27-40

Leave these slides for now, but we will be using them in our first few lessons in September so don't delete them.



Big
Picture



New
Material



Deepen
Understanding