

The Friary Sixth Form



BTEC Information Technology Bridging Pack 2024

Course Expectations



Introduction

This bridging pack is designed to prepare you for your BTEC IT course in September. The tasks that listed below are mostly aimed towards Unit 2 and Unit 3 which you will be starting in September. You can start preparing for this once you have finished your GCSE's and are ready to start to thinking about what is next over the summer.

The course leader is Miss Harris and you can contact her on gharris@friaryschool.co.uk should you have any questions.

Resources

Whilst completing this course you will be using a range of different software to learn different aspects of Information Technology. You don't need buy and download any software in preparation for this as all the software is available at school. This does mean that any coursework using specialist software needs to be completed at school.

To save and access your work you will be using Office 365. This allows you to access your work from home and allows you to access some of the software that you will also need as well so it is a good idea to make sure that you confident in accessing Office 365 at home and you have access to a computer or laptop at home as well.

Course Overview



Below is a course outline. There are 4 units in total and they are all assessed slightly differently. Look at the table below at when you will be completing these units.

Unit	Assessed	Year
Unit 2: Creating Systems to Manage Information	External (Controlled Assessment)	Year 12
Unit 3: Using Social Media in Business	Internal Assessed (Coursework)	Year 12
Unit 1: Information Technology Systems	External (Exam)	Year 13
Unit 6: Website Development	Internally Assessed (Coursework)	Year 13

Unit 2: In order to produce information to support many business processes as well as our social lives, relational databases are widely used to manage and process data. You will examine the structure of data and its origins, and how an efficient data design follows through to an effective and useful database. You will examine a given scenario and develop an effective design solution to produce a database system. You will then test your solution to ensure that it works correctly. Finally, you will evaluate each stage of the development process and the effectiveness of your database solution.

Unit 3 You will explore different social media websites, the ways in which they can be used and the potential pitfalls when using them for business purposes. You will develop a plan to use social media strategies for business purposes to achieve specific aims and objectives. You will then implement the plan, developing and posting content and interacting with others. Finally, you will collect data on the business use of social media and review the effectiveness of your efforts.

Unit 1: IT systems are involved in almost everything we do in society. In this unit you will be learning about hardware and software and how they form an IT system. You will learn about the relationship between users and systems. You will also learn about the decisions that individuals and businesses must make, the impact of IT systems on individuals and how they affect business practices.

Unit 6: Developing a website can be crucial to any business or organisation and with so many different technology platforms, websites are now more accessible. It is extremely important for a website developer to be able to produce a website that stands out and meets the needs of the client. The aim of this unit is for you to understand how websites are developed, and for you to design and create your own website.

Tasks



Unit 3 Task

<https://www.mckinsey.com/featured-insights/mckinsey-explainers/what-is-social-media>

Read the article above and answer the following questions....

1. Why is Social Media so popular for business and why do they use it?
2. Why do social media sites change so often and why are new features introduced regularly?
3. Explain what the positive and negative impacts of social media is for a business with examples.
4. Why does social media change so often and why are new features added?
5. What are the top 5 main social media sites that businesses are using and explain what features they have for business.

Task 2

Research one local social media business and look at how they make use of features of social media websites to support their aims and needs (e.g. advertising, links to business websites, building a community, who are their audience profiles).

Include your findings in a report and explain how successful you feel the business is using social media to support their business.

Use these headings to help you:

- Who and what is the business?
- Social media platform – (which social media platform are they using and why?)
- Social media features they use
- Audiences they attract
- How is this business successful?

Unit 2 Task:

Visit these links and read through the revision materials and then answer the questions below.

<https://www.bbc.co.uk/bitesize/guides/ztsvb9q/revision/1>

<https://www.bbc.co.uk/bitesize/guides/zswnb9q/revision/1>

<https://www.youtube.com/watch?v=kIZWJ5zO1Kg>

<https://www.youtube.com/watch?v=JOF0vBpMd90>

Answer these questions:

1. What is a computer program that makes decisions based on the large quantity of information it stores known as?
2. Which is the most suitable program for storing large quantities of data?
3. What should a database always contain?
4. What is a database with multiple tables which are linked together known as?
5. What is the difference between a flat file and relational database?
6. What validation type would make sure a post code was entered in the correct format?
7. What validation type would you use to check that numbers fell within a certain range?
8. What validation type checks that a field is not left blank?
9. What validation type uses the last one or two digits to check the other digits are correct?
10. What validation type checks a minimum number of characters have been entered?

Glossary



Term	Definition
Assess	Learners present a careful consideration of varied factors or events that apply to a specific situation, or identify those which are the most important or relevant and arrive at a conclusion.
Demonstrate	Learners' work, performance or practice shows the ability to carry out and apply knowledge, understanding and/or skills in a practical situation.
Develop	Learners acquire and apply skills through practical activities.
Explain	Learners' work shows clear details and gives reasons and/or evidence to support an opinion, view or argument. It could show how conclusions are drawn.
Evaluate	Learners draw on varied information, themes or concepts to consider aspects such as: <ul style="list-style-type: none"> • strengths or weaknesses • advantages or disadvantages • alternative actions • relevance or significance. Learners' enquiries should lead to a supported judgement showing relationship to its context. This will often be in a conclusion.
Explore	Learners apply their skills and/or knowledge in contexts involving practical testing or trialling.
Implement	Learners consider the relevant factors to put a plan into practice, requiring self-direction in the selection of factors such as planning, research, exploration, outcome and review.
Justify	Learners are able to give reasons or evidence to: <ul style="list-style-type: none"> • support an opinion • prove something right or reasonable.
Optimise	Learners improve a process or product by incremental steps to achieve the best performance possible (given constraints).
Produce	Learners' knowledge, understanding and/or skills are applied to develop a particular type of evidence, for example a plan, product or report.
Review	Learners make a formal assessment. They appraise existing information or prior events, or reconsider information with the intention of making changes if necessary.

Additional Reading



Below are some books and online articles that you can read that will help you with Unit 2 and Unit 6.

<https://www.oreilly.com/library/view/relational-theory-for/9781449365431/cho1.html>

<https://www.mckinsey.com/featured-insights/mckinsey-explainers/what-is-social-media>

<https://www.nextavenue.org/how-to-develop-a-successful-social-media-strategy/>

Supporting Resources



These are online resources where you can learn skills such as HTML and there is a link to videos on YouTube that are directly related to this course.

<https://support.microsoft.com/en-us/office/access-video-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6>

<https://www.youtube.com/c/MyStudentSite>

<https://www.youtube.com/watch?v=cNvqLY8oFe8>