

**HELSEBY**

**Sixth Form**



**Year 11 Sixth Form  
Transition Material**

**Subject**

**BTEC IT (Level 3)**

**Extended certificate**

## BCE Department

### BTEC IT – Level 3 Year 11 into Year 12 Transition Pack

#### Welcome Message

The BTEC IT course is very successfully mainly due to the hard work and dedication of the students that opt to take it in the 6th Form. Enclosed in this booklet are a range of tasks to get you started with some of the topics covered throughout the course. In Year 12 you will study two units of work, both of which are externally assessed or moderated and account for 50% of the total course.

This is the first chance you will have to impress your BTEC IT team. This transition material has been designed to make sure that you have a positive start to the course.

Mr Davies

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#### What are the 4 units that make up the course?

| Unit number | Unit title   | Year completed | Assessment                             | % of course |
|-------------|--|----------------|--|-------------|
| Unit 1      | Information Technology Systems                     | Year 13        | External exam in Jan of Year 13        | 33%         |
| Unit 2      | Creating Systems to Manage Information (Databases) | Year 12        | External exam in May of Year 12        | 25%         |
| Unit 3      | Using Social Media in Business                     | Year 12        | Coursework completed by May in Year 12 | 25%         |
| Unit 5      | Data Modelling (Spreadsheets)                      | Year 13        | Coursework completed by May in Year 13 | 17%         |

More information about the course can be found here:

[Video link explaining the BTEC IT course](#)

#### UCAS

<https://www.ucas.com/explore/search/all?query=information%20technology>

Complete your own general search with specific words such as gaming, animation, technician etc.

<https://www.ucas.com/>

## Films

There are so many films linked to Information Technology. It could be a documentary about a person or the development of computers. It could be an animation. Here's a short list:

- The imitation game
- The social dilemma
- Steve Jobs – The man in the machine
- Hackers
- The matrix
- The great hack
- Deep web

## Transition material

### Unit 3 – Using Social Media in Business

You might think that you are an expert on social media because you use it so much! In this unit you need to think about social media from a business point of view.

### Fun activity

1. Log on to the following website and complete the quiz.

<https://www.sporcle.com/games/BoggelTeam/doubletap>



**Research activity**

2. Try to guess the target audience and profile for the social media sites listed. E.g. Facebook you might think this is mainly used by males who are 50-65 years old and have lots of disposable income. (Complete column 1)

| Social media site | Predicted target audience (profile and age)<br><b>Column 1</b> | Actual target audience (profile and age)<br><b>Column 2</b> |
|-------------------|--|---|
| Facebook          |  |   |
| Twitter           |  |   |
| LinkedIn          |  |   |
| Instagram         |  |   |
| Pinterest         |  |   |
| Snapchat          |  |   |
| YouTube           |  |   |

Carry out some research to see if your predictions were correct. As you conduct your research complete **Column 2** above. What surprised you?

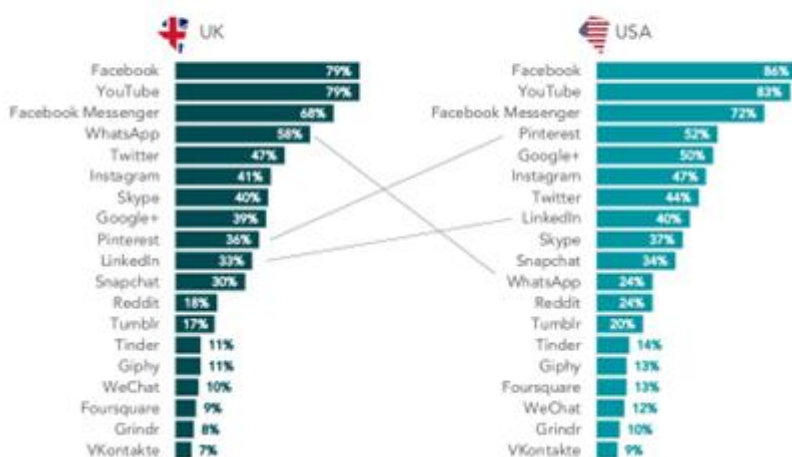
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Let's take a closer look:

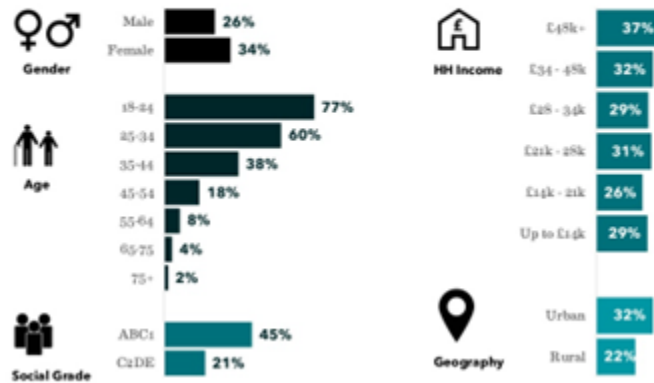
**Social usage largely aligned across the pond,  
key differences: WhatsApp, Pinterest, LinkedIn**

Among online UK and US adults aged 18+, the % who use each network



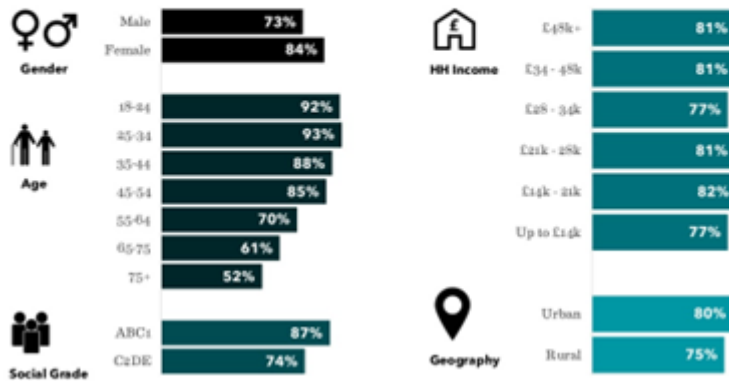
# Snapchat

Among online UK adults aged 18+, the % who use Snapchat



# Facebook

Among online UK adults aged 18+, the % who use Facebook



Let's compare Facebook with Snapchat

3. What are the noticeable differences between these two social media sites?

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4. What type of business might use Facebook over Snapchat and vice versa? Why might this be the case?

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**Finally**

5. Watch the following YouTube video and summary some of the tips:

[https://www.youtube.com/watch?v=q\\_RVYMN2SB8](https://www.youtube.com/watch?v=q_RVYMN2SB8)

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## Unit 2 – Creating Systems to Manage Information (Databases)

### Installing Microsoft Access

Microsoft Access is a database management tool that allows you to store data and efficiently manipulate and analyse that data. You will have an external exam using Microsoft Access so as well as using it in school, it would be beneficial for you to install it at home. Luckily, you can download it for free as part of the deal the school has with Microsoft. I hope that the instruction below will help.

#### Step 1

Using a desktop computer/laptop, log on to Office 365. This can be completed by visiting the school website – <https://helsbyhigh.org.uk>

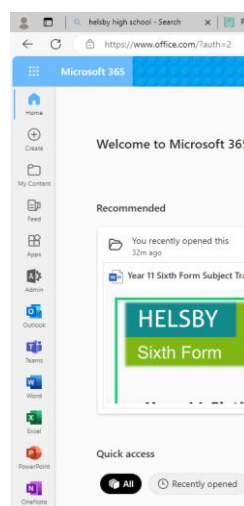


Next click on the **REMOTE** link, then click on **OFFICE 365** and then **SIGN IN**.

Your email is your username with @helsbyhigh.org at the end, e.g. 20jbloggs@helsbyhigh.org and your password is the same as you use to log on to the computers in school.



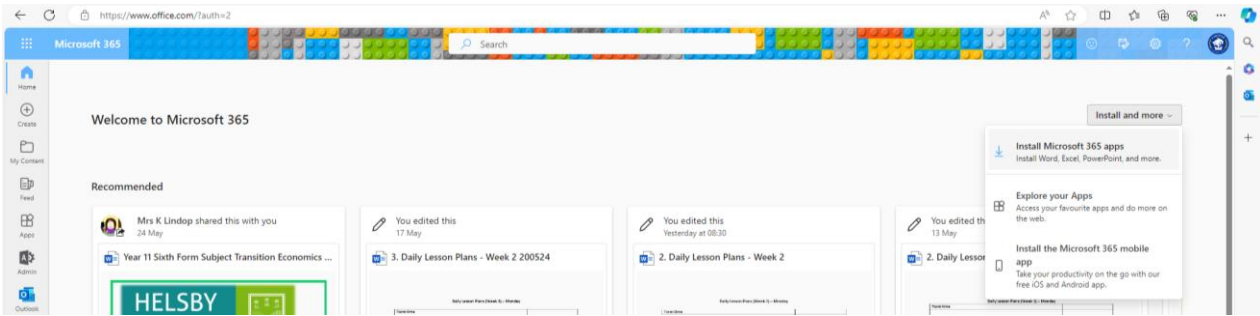
You should now have access to Office 365 as seen below:



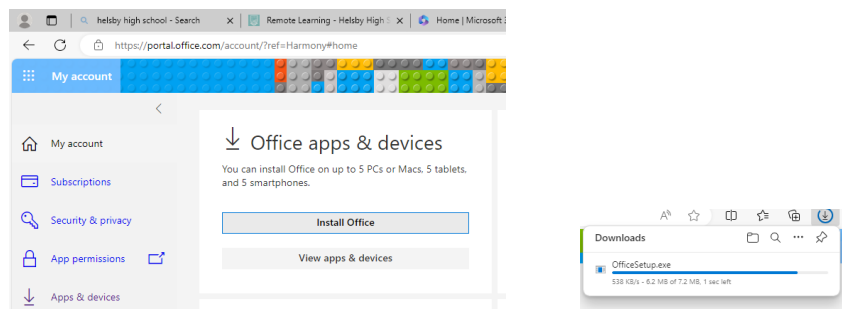
The menu down the left hand side allows access to online versions of Word, Excel etc. Microsoft Access cannot be used on line to it needs to be downloaded to your computer.

## Step 2

From the Office 365 screen/window, click on the **INSTALL AND MORE** button on the right hand side of the screen and select **INSTALL MICROSOFT 365 APPS**.

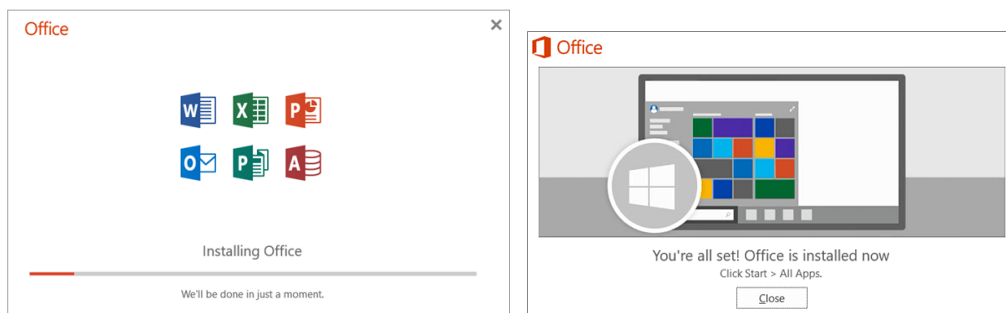


From the next screen, select **INSTALL OFFICE**. This will download a file called **OfficeSetup** to your computer.



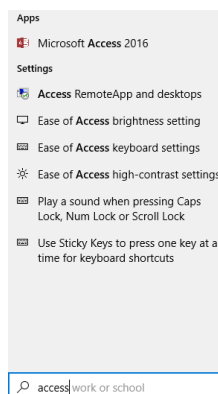
## Step 3

Locate the file that was downloaded above and double click on it to run it. Follow any prompts that appear. Your install is finished when you see the phrase, "You're all set! Office is installed now"



## Step 4

Check that Microsoft Access has been installed along with the other app such as Word and Excel. Search Access or look in the menu bar.





## Using Microsoft Access

Use the link below to create an Access Database. It's a beginner's guide, however covers a lot!



<https://www.youtube.com/watch?v=ubmwp8kbfPc&t=304s>

**Have fun!**