BTEC Level 3 National Extended Certificate in Information Technology
– Long term two-year overview

This course is for learners who are interested in an introduction to the study of creating IT systems to manage and share information alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in IT. Learners will develop a common core of IT knowledge and study areas such as the relationship between hardware and software that form an IT system, managing and processing data to support business and using IT to communicate and share information.

The qualification will enable learners to progress to further study in the IT sector or other sectors and the opportunity to progress to a degree in an information technology discipline or a degree where information technology related skills and knowledge may be advantageous.

Year 12	Focus / Topic	Knowledge & Skills		Assessment
Autumn	Unit 01: Information Technology Systems	Digital devices in IT systems A1. Digital devices, their functions and use A2. Peripheral devices and media A3. Computer software in an IT system A4. Emerging technologies A5. Choosing IT systems	Transmitting data B1. Connectivity B2. Networks B3. Issues relating to transmission of data	November Assessment Week (whole school); end of learning aim tests.
	Unit 02: Creating Systems to Manage Information	The purpose and structure of relational database management systems A1. Relational database management systems A2. Manipulating data structures and data in relational databases A3. Normalisation		End of learning aim test.
Spring	Unit 01: Information Technology Systems	Operating online C1. Online system C2. Online communities Protecting data and information D1. Threats to data, information and systems D2. Protecting data	Impact of IT systems E1. Online services E2. Impact on organisations E3. Using and manipulating data	March Assessment Week (whole school); end of learning aim tests.

Year 12	Focus / Topic	Knowledge & Skills		Assessment

	Unit 02: Creating Systems to Manage Information	Standard methods and techniques to design relational database solutions
		   B1. Relational database design
		   B2. Design documentation
			Creating a relational database structure
			   C1. Producing a database solution
			   C2. Testing and refining the database solution
				End of learning aim tests.

Summer 1	Unit 01: Information Technology Systems	Issues
		   F1. Moral and ethical issues
		   F2. Legal issues
				Externally assessed exam
				● First Take in May.
				● Second Take opportunity in Jan in Year 13.
				● Third Take opportunity next May in Year 13.

	Unit 02: Creating Systems to Manage Information	Evaluating a database development project
		   D1. Database design evaluation
		   D2. Evaluation of database testing
		   D3. Evaluation of the database
				Externally assessed controlled assessment
				● First Take in May.
				● Second Take opportunity in Jan in Year 13.
				● Third Take opportunity next May in Year 13.

Summer 2	Unit 3: Using Social Media in Business	Explore the impact of social media on the ways in which businesses promote their products and services
		   A1. Social media websites
		   A2. Business uses of social media
		   A3. Risks and issues
				Internal assessment : assignment 1
				● First Submission due Jul.
				● Resubmission opportunity due Oct in Year 13.

	Skills building	Learning to create website using HTML and CSS A prerequisite course for *Unit 6 Website Development*		Developmental project via *Code.org*

Year 13	Focus / Topic	Knowledge & Skills	Assessment

Autumn	Unit 3: Using Social Media in Business *(continued)*	Develop a plan to use social media in a business to meet requirements
		    B1. Social media planning processes
		    B2. Business requirements
		    B3. Content planning and publishing
		    B4. Developing an online community
		    B5. Developing a social media policy
		    B6. Reviewing and refining plans
		
		Implement the use of social media in a business
		    C1. Creating accounts and profiles
		    C2. Content creation and publication
		    C3. Implementation of online community building
		    C4. Data gathering and analysis
		    C5. Skills, knowledge and behaviours
			Internal assessment: coverage for assignment 2
			● First Submission due Feb.
			● Resubmission opportunity due Apr.

	Unit 6: Website Development	Understand the principles of website development
		    A1. Purpose and principles of website products
		    A2. Factors affecting website performance
			Internal assessment: coverage for assignment 1
			● First Submission due Nov.
			● Resubmission opportunity due Dec.

	Revision	Preparation for selected learners working towards the Second Take of:
		    Unit 01: Information Technology Systems
		    Unit 02: Creating Systems to Manage Information
			Externally assessed controlled assessment
			● Second Take opportunity in Jan.

Year 13	Focus / Topic	Knowledge & Skills	Assessment
Spring	Unit 6: Website Development *(continued)*	Design a website to meet client requirements 　B1. Website design 　B2. Common tools and techniques used to produce websites 　B3. Website design 　B4. Common tools and techniques used to produce websites Develop a website to meet client requirements 　C1. Client-side scripting languages 　C2. Website development 　C3. Website review 　C4. Website optimisation 　C5. Skills, knowledge and behaviours	Internal assessment: coverage for assignment 2 ● First Submission due Mar. ● Resubmission opportunity due Apr.
Summer 1		Develop a website to meet client requirements 　C6. Client-side scripting languages 　C7. Website development 　C8. Website review 　C9. Website optimisation 　C10.　Skills, knowledge and behaviours	
	Revision	Preparation for selected learners working towards the Third Take of: 　Unit 01: Information Technology Systems 　Unit 02: Creating Systems to Manage Information	Externally assessed controlled assessment ● Third Take in May.

Course ends mid-May.