

**CAMBRIDGE NATIONAL IT - CURRICULUM OUTLINE**

<b>Term</b>	<b>Topic/Unit of work</b>	<b>Knowledge</b>	<b>Skills</b>	<b>Assessment</b>
Y11 Autumn Term 1	<p>Factors to be considered when collecting, processing and storing data.</p> <p>Different methods of processing data and presenting information.</p> <p>Review of units 1, 3 &amp; 4 material</p> <p>How to create, edit, delete and process data using appropriate software tools and techniques</p>	<p>Current relevant IT legislation</p> <p>The importance of validity, reliability and bias when collecting and using data and information</p> <p>Tools for processing data to meet defined objectives in a given context (Spreadsheets &amp; Databases)</p> <p>Selection of the appropriate software tools &amp; techniques to present information.</p> <p>Advantages and disadvantages of the different methods, how to use these to select an appropriate method and justify it.</p> <p>The resources required for presenting information.</p> <p>Review: tools and techniques that can be used to initiate and plan solutions, how data and information can be collected, stored and used &amp; factors to be considered when collecting, processing and storing data.</p> <p>How to create simple two and three table relational databases, create and use forms, design and create queries, design and create reports &amp; security measures. Spreadsheet functions, absolute and relative cell referencing, linking</p>	<p>Answer exam questions on the knowledge gained</p> <p>Apply knowledge gained to a practical situation</p> <p>Develop database &amp; spreadsheet skills so that data can be securely imported, manipulated and stored.</p>	<p>Past exam questions on the PLC, planning tools, data, information, data collection, data storage, big data, threats to data, impact and consequences of cyber-security attacks, prevention methods and different methods of processing data and presenting information.</p> <p>Practice coursework scenario 4</p>

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		worksheets, macros, presenting data & security measures		
Y11 Autumn Term 2	Review of units 1, 3, 4 & 6 material	Review: tools and techniques that can be used to initiate and plan solutions, how data and information can be collected, stored and used, factors to be considered when collecting, processing and storing data and different methods of processing data and presenting information.	Answer exam questions on the knowledge gained Apply knowledge gained to a practical situation How to prepare for exams How to answer questions	Y11 Mock exams  Practice coursework scenario 4
Y11 Spring Term 1	Review of units 1, 3, 4 & 6 material  How to create, edit, delete and process data using appropriate software tools and techniques	Review: tools and techniques that can be used to initiate and plan solutions, how data and information can be collected, stored and used, factors to be considered when collecting, processing and storing data and different methods of processing data and presenting information.  How to create simple two and three table relational databases, create and use forms, design and create queries, design and create reports & security measures. Spreadsheet functions, absolute and relative cell referencing, linking worksheets, macros, presenting data & security measures	Answer exam questions on the knowledge gained Apply knowledge gained to a practical situation How to prepare for exams How to answer questions  Develop database & spreadsheet skills so that data can be securely imported, manipulated and stored.	External exam paper – normally 2 <sup>nd</sup> week in January.  Exam board set coursework

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Y11 Spring Term 2	How to create, edit, delete and process data using appropriate software tools and techniques	How to create simple two and three table relational databases, create and use forms, design and create queries, design and create reports & security measures. Spreadsheet functions, absolute and relative cell referencing, linking worksheets, macros, presenting data & security measures	Develop database & spreadsheet skills so that data can be securely imported, manipulated and stored.	Exam board set coursework
Y11 Summer Term 1	If required - Review of units 1, 3, 4 & 6 material	If required - Review: tools and techniques that can used to initiate and plan solutions, how data and information can be collected, stored and used, factors to be considered when collecting, processing and storing data and different methods of processing data and presenting information.	If required - Answer exam questions on the knowledge gained Apply knowledge gained to a practical situation How to prepare for exams	If required - External exam paper
Y11 Summer Term 2	Exams	-	-	-