

AS/A Level Transition Work

Pearson BTEC IT Level 3

Exams

There will be 2 exams during the course, a practical computer exam and a written exam

- The practical exam will be based on database skills using Microsoft Access
- The written exam will be based on information technology devices and impacts

Coursework

You will have 2 coursework units during the course. These are marked by your teacher and then sent off to an external moderator who checks it has been marked correctly

- One unit will be based on using social media in a business
- One unit will be based on spreadsheet modelling (Excel / Numbers)

Transition Tasks

Microsoft Excel Skills

It's always difficult to judge what someone's existing level of understanding is in this software!

You may have done it earlier in your school career but I don't know how much, for how long or into how much detail

These skills are incredibly useful for digital life but will also support you with your Unit 5 coursework:

1. Click on the link <https://excelexposure.com/lesson-guide/>
2. Download the **Master Workbook** from the top of the page
3. Work through the **tutorials**

*Even if you are confident already...still do every tutorial!
Just to make sure there's nothing you missed or have forgotten*

You should be aiming to complete **at least 2 tutorials** a week between now and the **end of July**

Information Technology Knowledge

The level of prior knowledge students have in this area is always quite varied

If you took Computer Science at GCSE, there is a lot of overlap

You may be quite digitally literate in your own time and picked up a lot on your own

As above, this knowledge is very useful for day-to-day life using computer systems but it will also support you with your Unit 1 exam:

1. Click on the link <https://isaacomputerscience.org/pages/gameboards>
2. Click on **AQA Exam Board**
3. Some of these topics are specific to Computer Science – meaning you don't need to do them!

Focus on the following:

- Data and Information – Compression
 - Data and Information – Encryption
 - Data and Information – Databases

 - Computer Networks – Networking
 - Computer Networks – Network Hardware
 - Computer Networks – The Internet
 - Computer Networks – Security

 - Computer Systems – Hardware
 - Computer Networks – Operating systems and software
4. Click on **Preview**
 5. Each topic will contain a series of **mini sub-topics** to click on and complete

You should be aiming to complete **at least 2 topics (bullet points)** a week between now and the **end of July**