

Scheme of Learning – Component 2: Collecting, presenting and interpreting data



Topic intent: Learners will develop their understanding of what how the need for businesses to gather and collect data. They will also learn and understand how the data can be used by businesses and how the data will inform business decisions.

Curriculum Context: data collection and analysis.

Expected prior knowledge: will have studied the use of excel in previous academic years and this unit will build on this.

Key Outcomes of Module		Formative Assessment	Summative Assessment
<p>Students will know what different types of business sectors there are. Students will understand how these businesses will use data and for what reasons.</p> <p>Students will learn about different methods for data collection, their advantages and disadvantages.</p> <p>Students will also learn about features of data collection methods and how they affect the quality of the data that is collected.</p> <p>Students will also learn about validation techniques that can be used to ensure accuracy of data.</p> <p>Students will use a range of excel formula and data analysis methods to create a range of different data summaries for an organisation.</p> <p>Students will also learn to create a data dashboard for presentation of the summaries.</p> <p>Students will evaluate the effectiveness of the data summaries, what conclusions that can be made from and what recommendations can be made from said data summaries.</p>		<p>Short written assignment style tasks.</p> <p>Spreadsheet learning tasks will be assessed to ensure formulas are used correctly.</p> <p>Learning activities done prior to assignments will be formatively assessed in books, every few weeks to check for clarity of notes and understanding.</p>	<p>A Pearson Assignment will need to be completed.</p> <p>There are 3 assignments each cover one of the 3 learning aims.</p>
Resources	Key Vocabulary		Literacy
<p>Pearson Course book.</p> <p>Bitesize user interfaces link</p> <p>https://exceljet.net/excel-formulas-and-functions</p>	<p>Data</p> <p>Sheets</p> <p>Workbooks</p> <p>Formula</p> <p>Pivot table</p> <p>Charts</p>		<p>Will require good written communication skills for the BTEC assignments. Will need to convey plausible arguments and give reasoning behind their choices.</p>
			Numeracy

Lesson Outline

knowledge organisers	Dashboard Conditional formatting Vlookup formula IF function formula		Formulas Counts Totals Min Max average
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Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
1.	<ul style="list-style-type: none"> To be able to identify columns which could be used for calculations To be able to use write a sum() formula and extend this learning to use the autosum function. To be able to write a min(), Max() and an Average() formula to work out the corresponding values. <p>Know it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> Show students an example spreadsheet table. Ask students to name which columns you could calculate totals from, then ask how would I go about writing this formula. <p>Learn it ...</p> <ul style="list-style-type: none"> Teach class the different methods how to write a formula to total up columns. <ul style="list-style-type: none"> The use of: adding up The use of the =sum() The use of the autosum button <p>Apply it ...</p> <ul style="list-style-type: none"> Using the practice spreadsheet table, students are to write each formula example. <p>Learn it ...</p> <ul style="list-style-type: none"> teach class how to use the min, max, average formulas <p>Apply it ...</p> <ul style="list-style-type: none"> Using the practice spreadsheet table, students are to write each formula example. <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\Lesson 1\</p> <p>File: btec-techaward-dit-sb-c02-activity-support-1-p99 – Costing</p> <p>File: L1 - formulas</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
2.	<ul style="list-style-type: none"> To explain what a min, max and average formula do. To be able to use the count and the countblank formula To be able to use an IF formula to control an output to give a specific message. <p>Know it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> Write the following formulas on the board, =sum() =min() =Max() =Average() Ask students to explain what each of the formula do <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> Teach how to use the count formula and count blank formula <p>Apply it ...</p> <ul style="list-style-type: none"> Students are to use the provided spreadsheet to practice each of the formulas <p>Learn it ...</p> <ul style="list-style-type: none"> Teach how to write an IF formula to send a letter or not. <p>Apply it ...</p> <ul style="list-style-type: none"> Students are to use the provided spreadsheet to practice the IF formulas <p>Review it ...</p> <ul style="list-style-type: none"> Ask students to remind you what formula would you use to count up? Which formula would you use to count blanks And to present a message based on a scenario. 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 2\</p> <p>File: btec-techaward-dit-sb-c02-activity-support-p101 - count and countblank and IF</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>

Literacy:
Numeracy:
Careers:
SMSC:

Lesson:	Learning Objectives	Lesson activities:	Resources:
3.	<ul style="list-style-type: none"> To suggest what type of formula can be used to produce a message output based on a given value. Be able to write an IF formula to give a specific message output EXTN : be able to create a drop list using the data validation function. <p style="text-align: right;">Know it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> Show a sample table and ask students what kinds of message can be display based on it. Then ask students if they can remind you what formula to use to do this? Then ask how to write the if formula <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> remind students on how to write the IF formula to work out pass works or not. <p>Apply it ...</p> <ul style="list-style-type: none"> students are to apply this and write a formula which will determine if students passed or not. <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> Extend: Teach students on another sheet how to a drop list using the data validation function. Then teach to apply <p>Apply it ...</p> <ul style="list-style-type: none"> Students are to create a droplist and vlookup <hr/> <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 3\</p> <p>File: btec-techaward-dit-sb-c02-activity-support-1-p97 – IF</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
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Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
4.	<ul style="list-style-type: none"> • Be able to adapt a table of data so that it can be used for a vlookup function • To be able to create a table using the vlookup function/formula • 	<p>Recall it ...</p> <ul style="list-style-type: none"> – Ask students to remind you how a drop list was created – Ask them to show you (teacher should have a simple table prepared for this) – <p>Learn it ...</p> <ul style="list-style-type: none"> • Using the named file teach students to use the vlookup and droplist to start create the grade calculator, will also need to teach to use the sum to add up the points value. <p>Apply it ...</p> <ul style="list-style-type: none"> • students are to apply their learning / knowledge of the formulas to create the specific grade calculator <p>Learn it ...</p> <ul style="list-style-type: none"> • Teach to write adapt the points table for the overall grade to ensure it works for the vlookup to work out the overall grade. <p>Apply it ...</p> <ul style="list-style-type: none"> • students are to apply their learning / knowledge of the formulas to create the specific grade calculator <p>Review it ...</p> <ul style="list-style-type: none"> • 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 4\</p> <p>File: btec-techaward-dit-sb-c02-activity-support-p115 - vlookup and droplist</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Know it ...

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
5.	<ul style="list-style-type: none"> To be able to write some conditional formatting rules to display a colour indication. Be able to use the LEFT string function. <p>Know it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> How did we create the vlookup formula? What was it doing? How did it work? How did we have to adapt the lookup table? <p>Learn it ...</p> <ul style="list-style-type: none"> teach to add conditional formatting and its use for the grade calculator <p>Apply it ...</p> <ul style="list-style-type: none"> students to write the conditional formatting rules to give a colour indicator <p>Learn it ...</p> <ul style="list-style-type: none"> start teaching string functions - the left function, maybe right <p>Apply it ...</p> <ul style="list-style-type: none"> Students to start practicing the left and right function <p>Review it ...</p> <ul style="list-style-type: none"> <u>Describe how to set up a conditional formatting rule?</u> <u>How would I be able to find the first 3 letters of a text?</u> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 5\</p> <p>File: btec-techaward-dit-sb-c02-activity-support-p115 - vlookup and droplist</p> <p>&</p> <p>btec-techaward-dit-sb-c02-activity-support-p109 - left and right function</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
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Lesson:	Learning Objectives	Lesson activities:	Resources:
6.	<ul style="list-style-type: none"> To create a summary worksheet and learn to use the SUMIF and AVERAGEIF functions. To be able to use and create a pivot table or 2 <p style="text-align: right;">Know it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> What different formulas have we learnt so far? Can you list them? <p>Learn it ...</p> <ul style="list-style-type: none"> <u>Teach to make a summary tab - Teach Sumif(), Averageif() formulas</u> <p>Apply it ...</p> <ul style="list-style-type: none"> Students to create a summary tab and practice the 2 formulas – Sumif(), Averageif() <p>Learn it ...</p> <ul style="list-style-type: none"> Teach students how to create pivot tables to show a range of different summaries. Show how to change from rows to columns, and also show how to change counts / sums to averages <p>Learn it ...</p> <ul style="list-style-type: none"> students to create pivot tables to show a range of different summaries. <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson6\</p> <p>File: Transport_data - Practice</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
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Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
7.	<ul style="list-style-type: none"> To be able to create a variety of pivot tables to show different summaries Be able to use the chart wizard to create different charts to show the summaries in a meaningful and visual way. 	<p>Recall it ...</p> <ul style="list-style-type: none"> What is a pivot table? How do we create one? How do we change the axis? How can we change the sum / count values so show a different type of summary? <p>Know it ... Apply it ...</p> <ul style="list-style-type: none"> Continue making pivot tables until you have up to 6 different summaries. <p>Learn it ...</p> <ul style="list-style-type: none"> Teaching you how to use the chart wizard to make visual summaries Teach how to also add on the following; Legend, Title, Axis labels. <p>Apply it ...</p> <ul style="list-style-type: none"> To use the chart wizard to create various visual summaries <p>Review it ...</p> <ul style="list-style-type: none"> What different types of charts did you use? Were any more effective and why? Which charts were the least effective and why? 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 7\</p> <p>File: Transport_data - Practice</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
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Lesson Outline

Lesson:	Learning Objectives	Lesson activities: This is extremely hard and will require much learning, you will need to ensure you practice this, and learn the vlookup thoroughly.	Resources:
8.	<ul style="list-style-type: none"> To be able to use a droplist and vlookup formula to create the base table for a gauge. Be able to use the chart feature to create a gauge. 	<p>Recall it ...</p> <ul style="list-style-type: none"> What were the benefits of using charts? What types of charts were their that we could have used? Which did you find the most suitable and why? <p>Learn it ...</p> <ul style="list-style-type: none"> <u>Note: in order to teach gauges you will need to have practiced the vlookup and making of the gauge yourself</u> Teach class how to create the vlookup table and make the gauge, demonstrate this also referring to the guide which walks the students through making of the gauge. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> students to make the gauge for each month. <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 8\</p> <p>File: Transport_data - Practice - ready for gauge</p> <p>File: Making gauges for average ratings only – NPA</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
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Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
9 – 14	<ul style="list-style-type: none"> To be able to create a dashboard which will show a range of different summaries. To adapt the dashboards to also present some of the data tables as a means of a further breakdown for those people who require it. 	<p>Recall it ...</p> <ul style="list-style-type: none"> – What 2 kinds of charts did we use for the gauge? – What was good about the gauge? – What was not so good about the gauge? <p>Learn it ...</p> <ul style="list-style-type: none"> • <u>. teach making dashboard – Teach will need to demonstrate how to create the dashboard and putting the summaries in one sheet to make it presentable.</u> <p>Apply it ...</p> <ul style="list-style-type: none"> • students to start making their dashboards <p>Learn it ...</p> <ul style="list-style-type: none"> • now teach / demo to class the need to also show some tables in the dashboard and lookup tables as a breakdown. <p>Apply it ...</p> <ul style="list-style-type: none"> • Students to adapt their dashboards slightly and add some of the summary tables as a breakdown. <p>Review it ...</p> <ul style="list-style-type: none"> • 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 9-14\</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Macros, Extension making menu worksheet	Resources:
15.	<ul style="list-style-type: none"> To be able to record macros for 2 different functions, 1 print and 2 save. Be able to take learning further and start creating a menu worksheet. <p>Know it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> What were some of the things that we added on to the dashboard? What made these good for a manager? <p>Learn it ...</p> <ul style="list-style-type: none"> <u>teach to record macros</u> 2 types – one for saving One for printing Teach how to assign to buttons <p>Apply it ...</p> <ul style="list-style-type: none"> students are to record 2x macros and assign each to a button <p>Learn it ...</p> <ul style="list-style-type: none"> EXTN: teach how to create a menu sheet, and assign hyperlinks to buttons <p>Apply it ...</p> <ul style="list-style-type: none"> Students to create a menu <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 15\</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
16 - 21	<ul style="list-style-type: none"> To be able to start evaluating the overall effectiveness of the dashboard by answering questions with a number of different examples with clear reasons why linking back to the purpose of making decisions by the company managers. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Looking back at the dashboard, can you identify 4 things that was really effective? Can you link this back to how a business can use it / what it will tell them? <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> Using questioning, and the assignment 3 template as a guide for the questions to answer. Show students an example dashboard and then ask students to identify things related to the question e.g. patterns / trends that you can see in each of the charts. Errors / anomalies that can be seen and could lead to wrong decisions. Conclusions that can be drawn Recommendations Presentation features and its impact on conclusions / recommendations. <p>The aim is to try and cover up to 2 questions a lesson.</p> <p>Apply it ...</p> <ul style="list-style-type: none"> students to then apply what they have learnt to those questions on the template – section. <p>Know it ...</p> <ul style="list-style-type: none"> . <hr/> <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 2\lesson 16-21\</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC assignment</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Component 3 - Theory

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Effective Digital Working Practices	Resources:
1.	<ul style="list-style-type: none"> To be able to say what a network is and what its purpose is. be able to explain what an Ad-Hoc network is and how to set one up. Be able to describe the difference between an open and a closed wifi network connection <p style="text-align: right;">Apply it ...</p>	<p>Recall it ...</p> <p>Starter</p> <ul style="list-style-type: none"> What is a network? Networks – why have a network? What benefits does it bring? – <p>Learn it ...</p> <ul style="list-style-type: none"> Learn theory about adhoc networks Learn theory about open vs closed wifi networks Learn how to create own open wifis <p>Know it ...</p> <ul style="list-style-type: none"> What security issues can we think of with open networks? <p>Know it ...</p> <ul style="list-style-type: none"> Are there any performance issues with adhoc networks? <p>Learn it ...</p> <ul style="list-style-type: none"> issues affecting network availability cloud storage and its feaures. <p>Review it ...</p> <ul style="list-style-type: none"> • 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\A1 - Modern technologies\</p> <p>File: Topic 1 and 2</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Features and uses of cloud	Resources:
2.	<ul style="list-style-type: none"> To be able to describe what cloud storage is and name some real examples of. be able to describe what cloud computing is and some of its benefits / disadvantages 	<p>Recall it ...</p> <ul style="list-style-type: none"> Last week we talked about? These are all examples of Lets see if you remember. <p>Learn it ...</p> <ul style="list-style-type: none"> .using slides 3 & 4 teach about cloud storage and features of cloud computing <p>Know it ...</p> <ul style="list-style-type: none"> .question students about cloud storage vs cloud computer Question of why people are now opting to choose cloud computing over buying and installing software. <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 6 – show table of why cloud computer software vs installed, Slide 7 - teach about selection and platforms impacts on cloud technologies. <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\A1 - Modern technologies\</p> <p>File: Topic 3 and 4 - cloud</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Apply it ...

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Topic 5 and 6 - how cloud and traditional systems work together	Resources:
3.	<ul style="list-style-type: none"> To be able to suggest some issues with cloud computing file compatibility. .be able to describe some of the important factors related to cloud storage, e.g. synchronisation, etc 	<p>Recall it ...</p> <ul style="list-style-type: none"> – have you ever used google documents? – Have you ever tried to upload any of Microsoft files to google documents? – Are there any differences? – . <p>Then use slide 2 to go over some of the issues you can experience.</p> <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 4-6 – teach about; device synchronisation, offline / online working, notifications of the synch centre. <p>Know it ...</p> <ul style="list-style-type: none"> Ask questions about synchronisation and why it is important, Ask questions about what benefits online working can bring over offline, and the need to synchronise these files. Question about how synchronisation can be achieved, and what kinds of notifications you can expect. <p>Learn it ...</p> <ul style="list-style-type: none"> Slides 8-13 – teach about the - Implications for Organisations when choosing cloud technologies <hr/> <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\A1 - Modern technologies\</p> <p>File: Topic 5 and 6 - how cloud and trad systems work together</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Apply it ...

Lesson:	Learning Objectives	Lesson activities: Changes to modern teams facilitated by modern technologies	Resources:
4.	<ul style="list-style-type: none"> To be able to the types of cloud technologies that exist be able to name and describe how modern technologies allow remote team working and in what ways <p>Apply it ...</p>	<p>Recall it ...</p> <ul style="list-style-type: none"> What types of cloud technologies are there? In what ways did we talk about last lesson that cloud has changed the way people work. In what ways has cloud technologies helped improve the way people work? <p>Learn it ...</p> <ul style="list-style-type: none"> Slides 3 and 4 teach about changes to modern teams and team working. <p>Know it ...</p> <ul style="list-style-type: none"> Question students on how these changes benefits people / businesses <p>Learn it ...</p> <ul style="list-style-type: none"> .using slides 6-10 – teach about How Modern Technologies can be used to manage modern teams <p>Know it ...</p> <ul style="list-style-type: none"> Question – name the technologies we just learnt about? <p>Learn it ...</p> <ul style="list-style-type: none"> Slide 12-13 – teach about How organisations use modern technologies to communicate with stakeholders <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\A2 - Impact of modern technologies\</p> <p>File: Topic 1 and 2 and 3 – re written</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: How modern technologies aid inclusivity and accessibility	Resources:
5.	<ul style="list-style-type: none"> To be able to explain ways in which modern technologies help to manage teams and team working. to describe how modern technologies help people of different abilities / cultures work together To be able to explain some positive and negative impacts on individuals of the use of modern technologies. 	<p>Recall it ...</p> <ul style="list-style-type: none"> In what ways did modern technologies help to manage teams? <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 3-6 – teach about how technologies aid inclusivity and the positive and negative impacts of modern technologies on organisations <p>Know it ...</p> <ul style="list-style-type: none"> Use slide 7 – questions to test students knowledge <p>Learn it ...</p> <ul style="list-style-type: none"> .use slide 8-9 to teach about - Positive and negative impacts of modern technologies on individuals <p>Review it ...</p> <ul style="list-style-type: none"> <u>Slide 10 – exam question</u> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\A2 - Impact of modern technologies\</p> <p>File: Topic 4 and 5 and 6</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Apply it ...

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Why systems are attacked	Resources:
6.	<ul style="list-style-type: none"> To be able to name reasons why people will attack a system. be able to name and describe examples of external threats. 	<p>Recall it ...</p> <ul style="list-style-type: none"> – .slide 2 – exam question <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 3-5 teach about the reasons why people will want to attack a system <p>Know it ...</p> <ul style="list-style-type: none"> Slide 6 – question - What were some of the reasons why a person might want to attack a system? <p>Learn it ...</p> <ul style="list-style-type: none"> .using slide 7,8,9 teach about the different types of external threats. <hr/> <p>Review it ...</p> <ul style="list-style-type: none"> <u>Slide 10 – Exam question</u> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B1 - Threats to data\</p> <p>File: Topic 1 and 2</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Internal threats (threats within the organisation) to digital systems and data security	Resources:
7.	<ul style="list-style-type: none"> To be able to explain examples of internal threats. be able to explain what impacts a security breach can have on an organisation. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 2 – exam question <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 2 and 3 – teach about the types of internal threats and how these possibly occur After use slides 5-7 to teach about the Impact of security breach on the organisations. <p>Know it ...</p> <ul style="list-style-type: none"> Slide 8 & 9 - exam questions Review the answers and discuss the students own answers <p>Apply it ...</p> <p>Review it ...</p> <ul style="list-style-type: none"> Go over the mark scheme and find out how well students did and where improvements can be made 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B1 - Threats to data\</p> <p>File: Topic 3 and 4</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Prevention and management of threats to data	Resources:
8.	<ul style="list-style-type: none"> To be able to list internal threats to a system Be able to explain how user access levels can be used to restrict access to areas / files on a network. To say what protection can be used at data level to ensure it remains protected. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 2 - make a list of all the internal threats you can think of. <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 3-5 – teach about the different User access restriction methods to prevent threats to data <p>Know it ... Apply it ...</p> <ul style="list-style-type: none"> Slide 6 – exam question <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 7-8 – teach about Data level protection methods to prevent threats to data. <p>Know it ... Apply it ...</p> <ul style="list-style-type: none"> Slide 11 – exam question <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B2 - Prevention and management of threats to data</p> <p>File: Topic 1 and 2</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson:	Learning Objectives	Lesson activities:	Resources:
9.	<ul style="list-style-type: none"> To be able to explain how phishing comes about. Be able to explain what the difference in types of hackers there are. Be able to describe methods of testing to remove vulnérabilités. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 2 - Exam question – about phishing 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B2 - Prevention and management of threats to data</p> <p>File: Topic 3</p>
		<p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 4 – 5 – teach about hackers and ethical hackers Teach about penetration testing, and other forms of testing e.g. sql injection etc. Encryption techniques and what is it. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Slide 6-13 – exam questions and markscheme to test students learning / knowledge . 	<p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p>
		<p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: B3 - Policy	Resources:
10.	<ul style="list-style-type: none"> To be able name the types of IT policies that should be in place in an organisation. To be able to suggest where the responsibilities of the named policies should lay. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Using slide 2 – exam question about phishing Use slide 3 to go over answers only after asking students about their answers and why. <hr/> <p>Learn it ...</p> <ul style="list-style-type: none"> slide 4, 5 and 6 – teach about policies and responsibilities of the policies, then go over the types of IT policies there are. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Using slides 7-10 – exam questions. Ask students for their answers and discuss them with the students before going over the mark scheme. . <hr/> <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B3 – Policy\</p> <p>File: Topic 1</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson:	Learning Objectives	Lesson activities:	Resources:
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Lesson Outline

<p>11.</p>	<ul style="list-style-type: none"> To be able to suggest a method that can be used to reduce the chances of data deletion occurring. Be able to name some of the parameters in a security policy. Be able to describe what a disaster recovery policy is and why would there be a need for one 	<p>Recall it ...</p> <ul style="list-style-type: none"> Using slide 2 – exam question about prevention of data deletion. 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B3 – Policy\</p> <p>File: Topic 2 and 3</p>
		<p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 4 and 5 – teach about security parameters in a security policy and disaster recovery policy. When teaching – try to give some real world examples if you can think of any, e.g. NHS with the ransomware issue a few yrs ago. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Using slides 6-11 – do the exam questions with the students, before giving the actual answers aim to discuss students answers and question why they think that is a good answer or not. This will help give deep learning 	<p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p>
		<p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
12.	<ul style="list-style-type: none"> To be able to list and describe the steps that should be taken after an attack takes place. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 2-6 recall based exam questions Get students to attempt the questions and discuss with class some of the pupil's answers Go over actual marks after And discuss where they could improve 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\B3 – Policy\</p> <p>File: Topic 4</p>
		<p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 6 – 10 – teach class about the actions to take after an attack. The phases of the actions to take after an attack <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Using slide 11 – students are to List the phases of the Actions to take after an attack policy Slide 13-16 – exam questions 	<p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p>
		<p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: The wider implications of digital systems – C1 – Responsible Use	Resources:
13.	<ul style="list-style-type: none"> To be able to name a number of ways that people can use their phones to share information of different types / forms. To be able to describe what transactional data is and what uses it can have, and how it could be used irresponsibly. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 2-33 - Exam question on how to improve a form <p>Learn it ...</p> <ul style="list-style-type: none"> Slide 5 – using the title and the question, Ask students to name different ways they can use their phones to share information, the reasons for this is that you want to draw out examples of the different types of data that is being shared and what is being stored / collected by these companies. And..... how this data can be used. Using slides 6-8 – go over the theory and teach about transactional data, location data, benefits / drawbacks, legal ethical privacy concerns <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Using slides 9-12 – go over exam questions Discuss answers and aim to draw out reasons why from students. Then go over the actual answers. <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C1 - Responsible use</p> <p>File: Topic 1</p> <hr/> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <hr/> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>

Literacy:
Numeracy:
Careers:
SMSC:

Lesson:	Learning Objectives	Lesson activities: C1 – Responsible Use Of digital systems affecting - Environmental issues	Resources:
<p>14.</p>	<ul style="list-style-type: none"> To be able to name different ways a organisation can use peoples online data. Be able to explain what some of the environmental impacts are with the use of IT. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 2 - What ways could organisations use your online data, give examples of the online data to help answer this question. 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C1 - Responsible use</p> <p>File: Topic 2</p>
		<p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 3-4 teach about the environmental impacts of the use of IT and where IT should be used responsibly. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Slide 5-10 – Exam questions Discuss answers with students after they attempt them, then go over actual mark scheme and review where students had gained / lost marks. 	<p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p>
		<p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
15.	<ul style="list-style-type: none"> To be able to describe how modern technologies can be used for managing projects multinationally To be able to explain why it is important to provide equal access and how IT systems and new technologies aid in this. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Using slide 1 – exam question – about the use of modern technologies for managing projects multinational – basically the use of collaborative working and team working platforms. <p>Learn it ...</p> <ul style="list-style-type: none"> Slide 5 – 11 – teach about importance of providing equal access and the legal requirements of providing equal access. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Quick review of what we’ve just learnt <ul style="list-style-type: none"> Discuss with one another some of the important points to consider for equal access and give some reasons. <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 13-14 - teach about net neutrality <p>Review it ...</p> <ul style="list-style-type: none"> <u>Slide 15 – exam question</u> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C2 - Legal and Ethical</p> <p>File: Topic 1 and 2</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: The purpose and use of acceptable use policies	Resources:
16.	<ul style="list-style-type: none"> To be able to name policies which businesses need to have in place for the use of IT systems To be able to explain what an acceptable use policy covers and why it needs to cover it 	<p>Recall it ...</p> <ul style="list-style-type: none"> Using slide 1 - can you name some of the policies we learnt about in the last few lessons? <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 3,4,5 - teach about acceptable use policy and Blurring of social and business boundaries <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Using page 47 of the revision guide students are to go over the topic and make some notes to help with revision. <p>Review it ...</p> <ul style="list-style-type: none"> <u>Using slide 6-9 – go over some exam questions.</u> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C2 - Legal and Ethical</p> <p>File: Topic 3 and 4 and 5</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
17.	<ul style="list-style-type: none"> To be able to explain what an acceptable use policy is, and why an organisation should have one Be able to name and explain what some of the principles of the data protection act are. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Using slide 1 what is an acceptable use policy? Why would an organisation need to have one? How does it help protect their systems? <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 3 to show the list of the 8 principles. Teacher will need to explain what each principle means, give an example for each so that students understand the principles. Teacher should also teach a suitable acronym to help the students to memorise the 8 principles. A good acronym is F A R S T A R S <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Slide 6-9 – exam question . <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C2 - Legal and Ethical</p> <p>File: Topic 6 - DPA</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Data and the use of the internet	Resources:
18.	<ul style="list-style-type: none"> To be able to be able to list the 8 principles of the data protection act. Be able to describe how the data protection act governs how and what an organisation must do in order for them to lower risks of breaking the data protection act for use of online systems 	<p>Recall it ...</p> <ul style="list-style-type: none"> List the 8 principles of the data protection act. <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 3 – 7 – teach theory about the internet and how the data protection act affects it / has to be applied and why. Give examples where possible, one example is already provided, this is where you have to click accept cookies now on websites you enter. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Slide 8-13 – exam questions . <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C2 - Legal and Ethical</p> <p>File: Topic 7 - Data and the use of the internet</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Dealing with intellectual property:	Resources:
19.	<ul style="list-style-type: none"> To be able to name methods that a website can use to be compliant with the data protection act. To be able to name and describe how intellectual property can be protected. 	<p>Recall it ...</p> <ul style="list-style-type: none"> What ways can a website ensure it complies with the data protection act when having people sign up on the website? <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 3-6 – teach about how intellectual property can be protected. Give examples where appropriate Tell some stories of companies who had their ideas stolen / copied etc. Use dragons den as an example of where they always ask about patents / protection. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> Exam questions Same way discuss answers with students, and compare answers Ask other students to comment if they agree or not Then go over actual answers and find out where students need to progress. <p>Review it ...</p> <ul style="list-style-type: none"> . 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C2 - Legal and Ethical</p> <p>File: Topic 8 - Dealing with intellectual property</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
20.	<ul style="list-style-type: none"> To be able to name 3 methods of being able to protect your work from being copied. To be able to describe what the computer misuse act is and what it outlines as being criminal offences. 	<p>Recall it ...</p> <ul style="list-style-type: none"> – What were the 3 different ways you could protect your work / ideas from being copied? <p>Learn it ...</p> <ul style="list-style-type: none"> • Slide 3 – teach about what the computer misuse act is and what it defines as being a crime. • Give examples where appropriate. <p>Apply it ... Know it ...</p> <ul style="list-style-type: none"> • Slides 4-11 - Exam question • . <p>Review it ...</p> <ul style="list-style-type: none"> • 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\C2 - Legal and Ethical</p> <p>File: topic 9 - The criminal use of computer systems</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Methods of notations	Resources:
21.	<ul style="list-style-type: none"> To be able to name the symbols used in data flow diagrams be able to draw a data flow diagram Be able to name the instructions in a flowchart and draw a simple flow chart 	<p>Recall it ...</p> <ul style="list-style-type: none"> Slide 1-2 – exam question <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 4-7 – teach about data flow diagrams, using the examples provided in the slides <p>Apply it ...</p> <ul style="list-style-type: none"> Using slide 8 – students are to attempt to draw their own DFD based on the provided scenario. <p>Learn it ...</p> <ul style="list-style-type: none"> Using the file: Flowcharts - Symbols and Task.docx, provide this as a hand out. Teach students the different flowchart symbols and their meaning Then draw some simple flowcharts on the board, using examples of. <ul style="list-style-type: none"> Car park barrier. Starting a car and driving etc <p>Know it ... Apply it ...</p> <ul style="list-style-type: none"> On the provided handout there are 2x scenarios, students are to try and draw flow charts for each. Teacher will review this with the class. NEXT lesson students will get to do a traffic light flowchart using , and light house etc 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3 D1 - Forms of Notation\Data Flow diagrams</p> <p>File: Data flow diagrams</p> <p>&</p> <p>D1 - Forms of Notation\flowchart lesson</p> <p>File: : Flowcharts - Symbols and Task.docx</p> <p>File: traffic single flow.flo</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Review it ...</p>			

Lesson Outline

Literacy:

Numeracy:

Careers:

SMSC:

Lesson Outline

Lesson:	Learning Objectives	Lesson activities:	Resources:
22.	<ul style="list-style-type: none"> To be able to name the different symbols used in a flowchart and say what they do Be able to say what a system diagram is and name technologies and how they are used in one. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Draw and label each symbol of a flowchart <ul style="list-style-type: none"> Next to the symbol, say what each shape is used for. <p>Learn it ...</p> <ul style="list-style-type: none"> Using slides 3-5 teach about system diagrams, going over the example. <p>Know it ... Apply it ...</p> <ul style="list-style-type: none"> Using slide 6 – students are to explain what the technologies are and how they are being used in the shown system diagram case study <p>Review it ...</p> <ul style="list-style-type: none"> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\D1 - Forms of Notation\3 - System diagrams</p> <p>File: System Diagrams</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

Lesson Outline

Lesson:	Learning Objectives	Lesson activities: Other forms of notation	Resources:
23.	<ul style="list-style-type: none"> To be able to name different forms of notation and their uses. Be able to explain how some forms of notations can be more understandable than others. 	<p>Recall it ...</p> <ul style="list-style-type: none"> Using slide 1 - see if you can name the different systems in this diagram and what it is showing. <p>Learn it ...</p> <ul style="list-style-type: none"> Using slide 3 and 4 teach about how data can be represented as tables <p>Apply it ...</p> <ul style="list-style-type: none"> .students to answer the questions about the data from the table <p>Know it ...</p> <ul style="list-style-type: none"> Students to see data shown as a chart and to answer the questions about what it is showing and whether it makes it easier to answer questions and why. <p>Review it ...</p> <ul style="list-style-type: none"> <u>Using slide 5 and 6 – exam question</u> 	<p>Lesson resource</p> <p>In folder</p> <p>Component 3\D1 - Forms of Notation\4 - other ways of notation</p> <p>File: 4 - other ways of notation</p> <p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p> <p>Exam Skills Development:</p> <p>This is preparing theoretical knowledge that students can use for their BTEC Examination learning</p>
<p>Literacy:</p> <p>Numeracy:</p> <p>Careers:</p> <p>SMSC:</p>			

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		<p>Learn it ...</p> <ul style="list-style-type: none"> . <p>Apply it ...</p> <ul style="list-style-type: none"> . <p>Know it ...</p> <ul style="list-style-type: none"> . 	<p>Assessment Opportunities:</p> <p>Questioning out different excel features from the students and writing them on the board so other students can also write ones missed out.</p>
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