MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

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Cambridge Nationals in Information Technology

Year 10 are covering theory and practical.
Year 11 are covering theory in term one and two in preparation for an exam. In term 3 and 4 they will undertake a 20 hour practical project.

Theory	Practical
Term 1	
The project lifecycle overview	**Data handling spreadsheet skills**
What is an IT system?	Basic spreadsheet skills revision
Stages of the project life cycle and the tasks carried out in each stage	Stage – conditional formatting, named ranges
Prevention measures, mitigating risks, cyber security	Invoice – linked sheets, labels, tables, IF, SUM, COUNTIF, macros, formatting, validation and error messages, sorting, mail merge, advanced functions
Interaction between the phases of the PLC	
Planning tools	
Term 2	
Project planning	**Database skills**
Current legislation	Pet queries – Tables, relational and flat file, primary key, datatypes
Initial planning considerations	Simple queries
Analysing requirements	Complex queries
Inputs and outputs of each stage	Simple forms Across table forms
	Reports inc. mail merge
	Practice assignment – progress housing, choice of software
Term 3	
Data processing	**Testing and presentation**
Tools and techniques to process data	Test plan and evidence
Database structure and datatypes	Range of data, normal extreme erroneous
Info and use of appropriate tools to present	User documentation
Data collection methods validity, reliability and bias	Presenting results choice of software
Tool used to collect data	Advanced formatting: heading styles, auto applied fields, layers, rotation, tables, page breaks, paragraphs, header/footer, watermarks, footnotes, captions, speaker notes – user guides Master slides and templates
Data planning and documentation	Use of communication tools – cloud and email
Software	
Resources and storage	
Benefits and drawbacks	

Term 4	
Implications of data collection and storage	**HTML and web development**
Threats to data and IT systems	Basic structures
Botnet, malware, social engineering, hacking environmental and physical disasters, cyberattacks	Hotspots, images and sound
Prevention measures	CSS and templates
Tools purpose and components	
Legislation and implications	
Terms 5 and 6	
Processing and presenting data	**Practice assignment**
Choice of appropriate software tools	Initiation and project planning
Software limitations	System development
Sources of information	Testing
Distribution channels	Project review
Review process	
Phase review	
Final review and project delivery	