

## The Henslow School BTEC Unit Planning Overview

*This is a summary for parents, carers and students which shows the likely areas of study.  
It will be adapted by the teacher to suit groups and individuals.*

<b>Subject/Qualification</b>	<b>BTEC Level 1 Introductory in Vocational Studies : Creating a Spreadsheet to Solve Problems.</b>
<b>Year group/Class information</b>	Year 10-11
<b>Approx Number of lessons per week</b>	2

<b>Element</b>	<b>Knowledge and Skills / Assignment Content</b>
<b>Underpinning Knowledge</b>	<ul style="list-style-type: none"><li>• Structured Data – How to create effectively formatted data-tables on Microsoft Excel and use filtering, sorting, and finding to navigate databases.</li><li>• An introduction to basic formula in spreadsheets.</li><li>• Working with numbers and charts – How to import data to Microsoft Excel and manipulate data using formula, functions, and graph tools.</li><li>• Practice Application of research and spreadsheet skills to extended vocational scenarios and problem solving.</li></ul>
<b>Assignment</b>	<ul style="list-style-type: none"><li>• Extended vocational assignment in which students will use spreadsheets in order to solve a given scenario.</li></ul>