# Information Technology: BTEC National Extended Certificate – Preparatory Work 2023

The main purpose of this qualification is to provide an introduction to the study of creating IT systems to manage and share information. Over the 2 years, we will look at: business use of social media to promote products and services; relational databases; data modelling (using spreadsheets); the role of information technology systems in our lives.

The aim is to prepare you for progression to higher levels of study (not necessarily in IT), taking on an apprenticeship, or employment. Throughout the course you will be expected to use skills that are highly sought after and valued by employers, such as organisation, planning, problem-solving and independent study.

Your assessment will be through external examination and internal assessment. To start you off and give you an insight into the course content you are required to complete the following tasks and submit your document in the first lesson. We will submit the document/photo of the document electronically in the lesson.

**Task 1**

Explain in your own word what these command words mean:

- Describe
- Explain
- Justify
- Evaluate

**Task 2**

List 5 social media platforms that you use/are aware of. Explain what you can do on each platform and who are the main target audience.

**Task 3**

Make and screenshot a PowerPoint with "slide notes" explaining a business of your choice. Include the products or services they offer, brief history of the business, size/staffing of the business and examples of their social media advertising.

**Task 4**

Research these terms for Relational Databases:

- Entity
- Attribute
- ERD
- Database Relationship
- Primary Key
- Foreign Key
- Composite Key

**Sources of information:**

**BBC Bitesize**

http://www.bbc.co.uk/bitesize/ks3/english/writing/inform_explain_describe/revision/2/

http://www.bbc.co.uk/guides/z8yk87h


**Tech Terms**

https://techterms.com/definition/database


**The Guardian (online UK edition)**

https://www.theguardian.com/small-business-network/2013/aug/29/social-media-boost-business-tips


We have electronic copies of the text book that supports the course, the details are:

'BTEC National Information Technology Student Book for the 2016 specification' Pearson  ISBN 978-1-292-14041-4