Information Technology BTEC National Extended Certificate

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:

Preparing for written assessment
Task 1: In your assessments, you will be asked to **describe, explain, justify, evaluate** (among other things)**.** These are referred to as **Command Verbs** and it is **essential** that you have a clear understanding of the differences to maximise your grade potential.

1. **<u>Research</u> BTEC assessment verbs and give definitions of the 4 verbs listed above.**
2. **Do the same for another assessment verb (from the BTEC list) of your own choosing**

Using Social Media in Business – Unit 3 (mandatory internally assessed through assignments)

Task 2: As part of your learning, you will be required to "Explore the impact of social media on the ways in which businesses promote their products and services".

1. Make a list of as many social media websites as you can.
2. State who is most likely to use them and why.

Now, imagine you have been asked to present a new business proposal for your own small business. Create a word document or a PowerPoint for this purpose. You will need to include:
- A suitable title page
- Several clearly laid out slides that include images as well as text about the business
- Speakers notes for each slide that go into more detail about what would be said

Information you should include; Name of the business, what it is/does, location, business profile/ethics.

Using your research of social media websites, choose 3 platforms that you think will be suitable to advertise your business and state your reasons.

Creating systems to manage information

Task 3: In this externally assessed unit (5 hour examination over 2 days), you will learn how to create a relational database using Microsoft Access.

3. What is a database
4. Can you give an example of use?
5. Research the following Relational Database key terminology and complete the table below. **Add one (or more) other(s) of your choice**:

Technical term or acronym	Explanation or simplified term
Entity	
Attribute	
ERD	

Information Technology Systems – Unit 1 (mandatory externally assessed - exam)

Task 4: Make a list of three **input** and three **output** devices. Can you also think of 3 digital devices that could be classed as both (input **and** output)? *Explain your choices. You can present your answers in table form.*

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

The text book that supports the course is:

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

A class set will be available for you to use in the classroom and the College library have a number that you can take out on loan.

Online resources used for Units 1 and 2 are Pearson's ActiveLearn and KnowitAllNinja