BTEC Level 3 IT

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About you

- Why did you choose BTEC IT?
- What other A levels have you chosen and why?
- What Operating System do you have at home? (MAC, Windows, Linux)
- Have you used spreadsheets before? If so in school or at home?
- What career or College/University course were you thinking about in the future?
- Do you have access to the school system from home yet?

Why BTEC IT?

- Real world skills for businesses and jobs

- Databases used in most if not all organisations

- Theory learnt for exam on the principles of ICT and how businesses use and need ICT

- Equivalent to an A Level same points for UCAS system, but graded as Pass Merit Distinction and Distinction Star

What will you get out of it?

- Skills to take to the workplace and help you in jobs
- Excellent practical skills; including databases to a high level and then either spreadsheets or websites again to high skills level to be able to implement and make what is a board set task

Overview of the course

Extended Certificate (360 GLH)

QAN	601/7575/8
Equivalent in size to	1 A Level
Total number of Units	4
Aim	An introduction to the study of creating IT systems to manage and share information. It makes up a third of a typical study programme, and is normally taken alongside other level 3 qualifications.
Progression to	Supports progression to a wide range of higher education courses, not necessarily in IT.
Optional unit choices	5. Data Modelling 6. Website Development

3 MANDATORY UNITS

Mandatory Units –
Learners complete and achieve all units

1. Information Technology Systems (120 GLH)
2. Creating Systems to Manage Information (90 GLH)
3. Using Social Media in Business (90 GLH)

Learners complete
1 Optional Unit

Information Technology Systems = Theory learnt for written exam: 2 hours

Creating systems to Manage Information = Databases externally assessed Relational database 5 hour online exam over two days

Using Social Media in Business = Research into social media and how businesses use it. Internally assessed tasks.

Spreadsheet Task = Internally assessed tasks.

Extended
Certificate
(360 GLH)

Equivalent in size to
1 A-level

Applied General Qualification*

TOTAL: 4 UNITS

3 MANDATORY UNITS

1. Information Technology Systems (120 GLH)
2. Creating Systems to Manage Information (90 GLH)
3. Using Social Media in Business (90 GLH)

1 OPTIONAL UNIT

Theory overview for the written exam

- A - Information Technology Systems WWH
- B – Transmitting Data WST
- C – Operating Online WWH
- D – Protecting Data and Information WST
- E - Impact of IT Systems
- F - Issues

Theory Task 1

Research the following different types of operating systems

- Real Time
- Single User Single Task
- Single User Multi Task
- Multi User

For each one you need to be able to say what it is and an example of where or who could use it

Theory Task 2

Find out the role of an operating system

Help -

They are used to network, deal with security, memory management and multi-tasking

For each one of the above explain what it does in its role

Theory Task 3

Research the following key terms and write a definition for each

1. Device Driver
2. Interface
3. Platform
4. GUI

Theory Task 4

Find out what each of the following User Interfaces are with an example picture of what they look like. Who may use this type of interface and why?

- GUI – Graphical User Interface
- Command Line
- Menu Based
- Adapted

Theory Task 5

There are different types of Utility Software used on computers. Find out for the following what each one does and explain it

1. Disk Utility
2. File Compressor
3. Backup
4. Disk Defragmenter

Make a large diagram or PowerPoint slide that includes the use of digital devices

Practical – Excel Spreadsheet

I am aware that some of you may not have used spreadsheets before and some may have not used them since Year 7. So, the practical tasks are simple re-caps of how to build a basic spreadsheet.

The tasks start on the next page

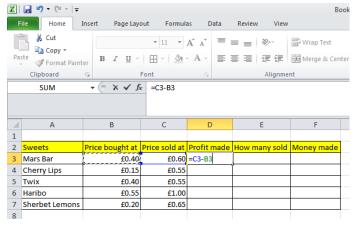1. Open up Excel (the package we use for spread sheets and maths)

2. Put the following headings in (Your teacher will give you a demonstration
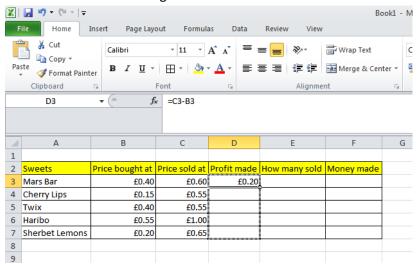3. Add in 5 Sweets or chocolate

4. Format the cells to Currency (money) – Demonstration
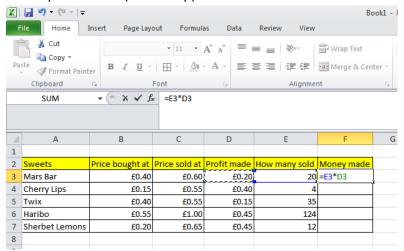5. Demonstration on putting borders and colours on

6. Demonstration of how to insert a formula and save it

7. Once the formula is in drag down
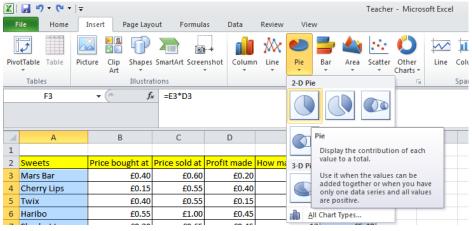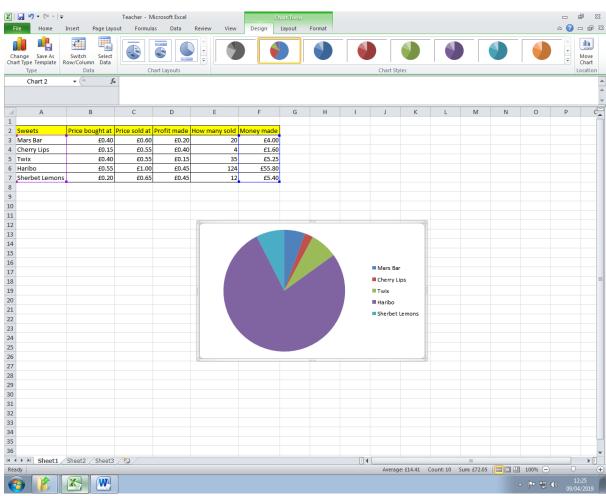

8. Add in price sold at (make it up)

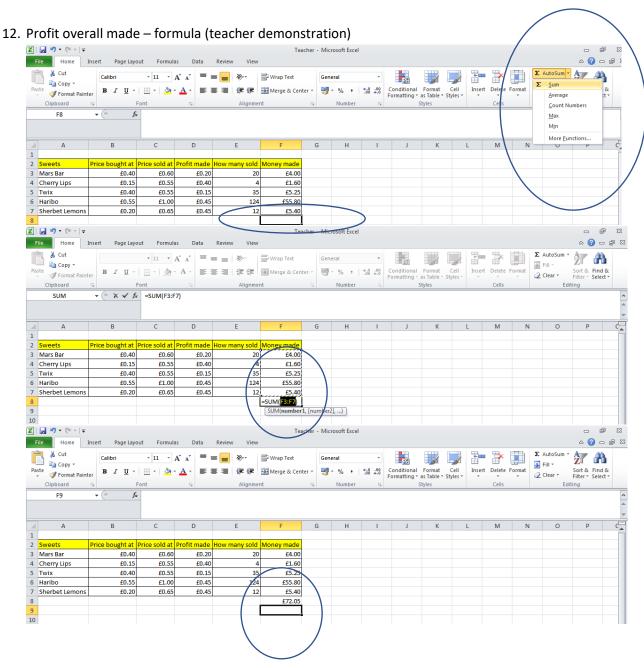9. Add in another formula (teacher demonstration on money made)

10. Drag down

11. Make a graph (teacher demonstration)

12. Profit overall made – formula (teacher demonstration)

More Tasks

https://www.bbc.co.uk/bitesize/guides/znjmn39/revision/2

Video and tutorials and more tasks

http://theteacher.info/index.php/free-videos/sets-of-video-lessons/spreadsheets

Reading and help

1. Click link to register on **Know it all ninja**

Unit 1 Information Technology Systems

https://www.knowitallninja.com/register/medium/?ca=08732c8a5ed9d9bb8e8029c1b08b00b1

2. Spreadsheet help
   https://www.bbc.co.uk/bitesize/guides/zdydmp3/revision/1
   https://www.bbc.co.uk/bitesize/guides/znjmn39/revision/1
   https://www.bbc.co.uk/bitesize/guides/zwxbtv4/revision/1
   https://www.bbc.co.uk/bitesize/guides/zwxbtv4/revision/1