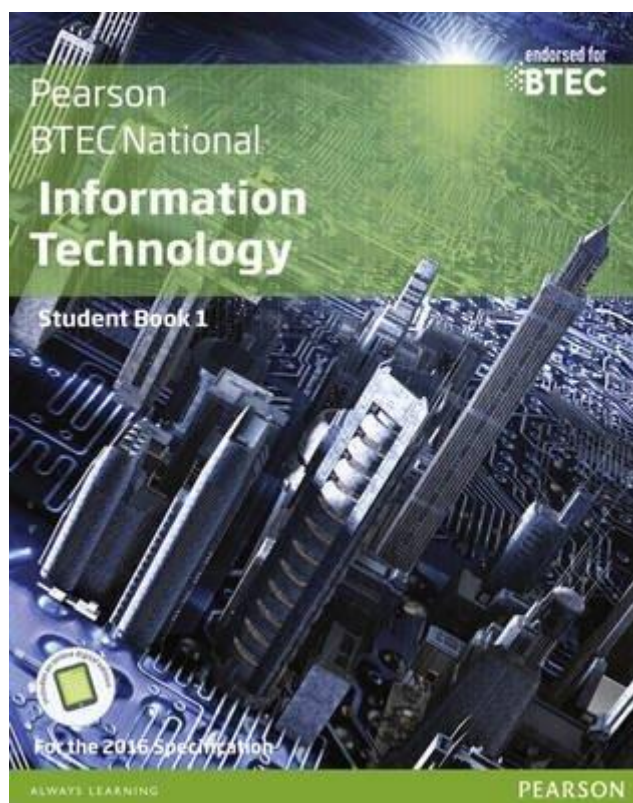


BTEC ICT level 3 extended certificate

READING LIST



Authors: Jenny Phillips, Alan Jarvis, Mark Fishpool, Richard McGill, Tim Cook

Publisher: Pearson

ISBN-139781292140414

Price: £15 @ wordery.com

We recommend that you purchase this text book, prior to starting the course in September. The book covers all of the content you will be covering, practice exam questions and coursework guidance.

Tasks for the summer to prepare for September:

You will study four units over two years and this summer work will prepare you for 3 of the units.

Task 1 - Unit 2: Creating systems to manage information

This unit will be new to everyone and it requires you to build a database from scratch, using Microsoft Access. Within this unit there is a lot of terminology. Please find out about the following database terms.

- Primary key
- Foreign key
- Composite key
- Record
- Field
- One to one relationship
- One to many relationship
- Many to many relationship
- Query
- Report
- Forms

Write your findings in a word document, the document should be no longer than one side of A4 and be in your own words.

Once complete please email it to Mr Creed screed@birchwoodhigh.org.uk

Task 2: Unit 3: Social media in Business

This unit explores how social media is used in Businesses, you will create a social media account for a company and monitor its effectiveness. To get started you need to complete the following task.

Create a powerpoint that explains the features and target audiences of 4 different social media platforms. For each social media platform explain how businesses can use them to advertise their business.

Once complete, please email it to Mr Creed screed@birchwoodhigh.org.uk

Task 3: Unit 1: Information technology systems

This unit explores different information technology systems and the impact these systems have on people and organisations. This unit is worth a third of your overall qualification grade, it is a written exam consisting of 4-12 mark questions.

I want you to attempt to answer the following question.

Manuel owns a parcel delivery company that provides a collection and delivery service for businesses and individuals.

'Manuel has purchased a new server for the company network. The server will be used to store shared resources for staff, host the website, hold customer details and details of collections and deliveries.

Discuss the factors Manuel should consider when planning the implementation of the new server.

[10 marks]

Once complete, please email it to Mr Creed screed@birchwoodhigh.org.uk

Further information:

If you require any more information then please go the following website:

<https://qualifications.pearson.com/en/qualifications/btec-nationals/information-technology-2016.html>