

Bridging work for BTEC ICT Level 3

Welcome to the new ICT qualification. You will be studying the BTEC Level 3 National Extended Certificate in Information Technology. This qualification is designed for learners who are interested in an introduction to the study of creating IT systems to manage and share information, alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in IT.

This course consists of 4 units of study:

Unit 1: Information Technology Systems (External written exam)

Unit 2: Creating systems to manage information (Externally examined practical)

Unit 3: Using social media in Business (Coursework)

Unit 5: Data Modelling (Coursework)

The work that is highlighted for you to complete in this bridging unit is designed to help you prepare for studying this course. You will need to complete each section and bring in evidence of this in September to show to your ICT teacher.

You must attempt all tasks.

Task one

Carry out research on the topics below, the research must be in your own words and clearly demonstrate your own understanding.

In a PowerPoint presentation, you need to research and create a slide on all of the topics below: You should make sure that each topic is presented onto a single slide but more importantly, the work should be your own. Any work copied or reworded from the Internet is against the rules on a BTEC Course so you need to get into the habit of ensuring the work is always **100% originally yours**.

- 1) Explain the different types of Operating systems with examples:
 - Real time operating system
 - Single-user single task
 - Single-user multi-tasking
 - Multi-user

- 2) Explain the different types of networks:
 - PAN
 - LAN
 - WAN
 - VPN

- 3) Research the computer misuse act 1990:
 - Why was the law introduced?
 - What does the law state?
 - What can a company do to prepare its employee's for this law?

- 4) Research Data protection legislation (GDPR):
 - Why was this law introduced?
 - What are the six principles of this law?
 - What are the consequences of breaking this law?
 - What law has this replaced?
 - What are the main differences between this legislation and the previous one?

Expectation: around 15 to 20 slides, remember to use a variety of sources and to provide the sources of your information.

Task Two

Carry out research on **one** person that has been successful in the field of IT. You should fill out the worksheet below:

Possible examples of people you can research about: Steve Jobs, Mark Zuckerberg, Bill Gates, Alan Turing, Ada Lovelace or Corrine Yu. **BUT** even better if you can find one of your own.

Name of person being researched	
The reason I selected this person is..	
WRITE ABOUT WHAT YOU FIND INTERESTING ABOUT THIS PERSON Areas you might comment on are: What are their notable contributions to the subject? Why they are successful, what seemed to drive them, what skills do they have that stand out, has their life been one of constant development or has it been uneven or barriers they needed to overcome? How have they achieved this? What questions do you have of them? Try to answer them.	

Task Three

You will need to go to the following links, enrol and complete the following online courses:

<https://www.udemy.com/course/useful-excel-for-beginners/>

https://www.udemy.com/course/excel_quickstart/

Task Four

Please choose a task from the list below and write about it, ensure that you relate this task to the field of IT.

Read a book or an article, watch a film, watch a YouTube video, visit a specific related website, join an association, do an online course, participate in a free online lecture.

Task – Which task I completed:

My thoughts about this task are....

What I thought of the activity, it has made me think/inspired me about....