

Summer work

Over the 2 years, you will be looking at doing 4 units for this BTEC Level 3 which is equivalent to an A Level. The four main units are:-

- **Unit 1: Information technology systems**
- Unit 2: Creating Systems to Manage Information
- **Unit 3: Using Social Media in Business**
- Unit 6: Website Development

In the first year, we will be doing Unit 2 and Unit 3 as these lead to a certificate at the end of the first year.

First year (Unit 2 & 3)

For Unit 2, you will be doing a “controlled assessment” which is where you will, for one week use your knowledge and skills to complete a task given to you by the exam board. You will be supervised so it is a kind of practical exam. You will be doing this in around December / January as having a second chance to do this in May / June

This means you need to do some summer work read to undertake this unit from September.

You will then be doing Unit 3 from around January and complete this by around May. This is work which will be marked by your teacher internally at the college and you will be given a final assessment grade (pass / merit / distinction). We may touch on some of this unit at the beginning of the year but we will be mainly focussing on Unit 2 as we need to prepare you for the controlled assessment early on.

Second year (Unit 1 and 6)

In your second year, you will be doing an exam for Unit 1. The first time you can take this is in around January of the second year (so around January 2019). You will also be able to retake this in the summer if you don't do so well. We will be looking at the topics in Unit 1 throughout the course as many of the topics are linked with other work.

You will then be finally doing Unit 6 from around January and complete this by around May. This is work which will be marked by your teacher internally at the college and you will be given a final assessment grade (pass / merit / distinction).

By the end of the course you will have developed some excellent practical skills and also have some really useful knowledge to either take with you to university or to move in to full time employment either through an apprenticeship or other work.

The summer work is designed for you to be able to do and then have a good handle on some of the key concepts that we will be introducing in September. If you do not do this work, you will start behind all your peers which can leave you struggling from the start.

Summer work is compulsory so please make sure you have this done.

Task 1: Research task

Write a report in no more than one page (size 12 font) a report / essay on why companies use databases. You can use the Internet for research. Within your report: -

- Introduce what a database actually is (can you find a definition that you understand)
- Give examples of 2 different companies who would use a database and what they actually do with the database (the purpose)
- What are the advantages of using an electronic database to store information (2 please)
- What are the disadvantages of using an electronic database to store information (2 please)
- Your conclusions on databases and do you think they are a good thing?

Task 2: Key terms on databases

Below is a series of questions that require you to investigate some of the key terms that you will be required to know from September. Use the web resources given to answer the following questions

http://www.teach-ict.com/as_a2_ict_new/ocr/AS_G061/311_data_info_knowledge/data_info_knowledge/miniweb/index.htm

1.	Explain what is meant by the term “data”. Also, give a clear example using a student as a context
Answer:	
Example:	

2.	Explain what is meant by the term “information”. Also, give a clear example using a college as a context
Answer:	
Example:	

3.	Explain what is meant by the term “knowledge”.
Answer:	

Use this web resource to answer the following questions

http://www.teach-ict.com/as_a2_ict_new/ocr/AS_G061/315_database_concepts/terminology/miniweb/pg4.htm

4.	Describe what is meant by a table in a database. State what it does and try to give a clear example from a database that a college may have
Answer:	
Example:	

5.	Describe what is meant by a record in a database. State what it is and try to give a clear example from a database that a college may have
Answer:	
Example:	

6.	Describe what is meant by a field in a database. State what it is and try to give a clear example from a database that a college may have
Answer:	
Example:	

7.	Describe what is meant by a relational database. Explain in your own words the difference between this and what is called a flat file database. Try to exemplify your answer. You can use screen shots if this will help
Answer:	
Example:	

8.	Describe what is meant by a primary key in a database. Also explain a benefit of having a primary key. Try to exemplify your answer by using a context (a situation) to show your understanding.
Answer:	
Example:	

Task 3

Social Media Task: Using your knowledge of different social media, I want you to look at and discuss different forms of social media. Complete the boxes below. I have done the first one for you as an example. Try to get 3 key features (what you can do or what happens on the social media site and at least 2 types of target audience).

Social media	Key features of this type of social media	Target audience
Facebook	<p>Allows user to connect to their friends or find other users virtually throughout the world</p> <p>Allows user to post updates on what they are doing / where they are or where they have been</p> <p>Allows users to share videos / posts on various different interests</p> <p>Allows companies / clubs or societies to advertise events by posting up details of a particular event.</p>	<p>People who want to know what their friends or family are doing</p> <p>People who are interested and want to “follow” / keep up to date with what is going on around a particular interest or event.</p> <p>Businesses / organisations who want to promote / publicise their products or services that they are offering.</p>
Twitter		
Instagram		
LinkedIn		
Pinterest		
YouTube		