

**CTECH Level 3 Information Technology**



**Subject Teacher** Mrs M Perrineau - Daley

**Subject Area:** Year 12

CTECH Level 3 Introductory Diploma in Information Technology

|                      | <b>Topic and key aspects of study</b>  | <b>Unit breakdown</b>   | <b>What to research at home/ recommended websites and reading list</b>  |
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| <b>Autumn Term 1</b> | <p>Unit 1:<br/>Fundamentals of IT</p> <p>Externally assessed</p> <p>Exam: January 2021</p> | <p>A sound understanding of IT technologies and practices is essential for IT professionals.</p> <p>Information learnt in this unit will provide a solid foundation in the fundamentals of hardware, networks, software, the ethical use of computers and how business uses IT.</p> <p>After completing this unit, the knowledge, skills and understanding you have developed will underpin your study for the additional units.</p> <p>Knowledge gained in the study of this unit will also help prepare you for relevant industry qualifications such as CompTIA A+, CompTIA Mobility+ and Cisco IT Essentials.</p> | <p><b>Textbook:</b><br/><a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Revision guide:</b><br/><a href="https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/><a href="https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf">https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf</a></p> |
| <b>Autumn Term 2</b> | <p>Unit 1:<br/>Fundamentals of IT</p> <p>Externally assessed</p>                           |   | <p><b>Textbook:</b><br/><a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Revision guide:</b></p>   |

**Spring  
Term 1**

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| <p>Exam: January 2021</p>   |   | <p><a href="https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/><a href="https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf">https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf</a></p>  |
| <p>Unit 2: Global Information<br/>Externally assessed<br/><br/>Exam: May 2021</p> | <p>The purpose of this unit is to demonstrate the uses of information in the public domain, globally, in the cloud and across the internet, by individuals and organisations. You will discover that good management of both data and information is essential, and that it can give any organisation a competitive edge.</p> <p>This unit will provide you with a greater understanding of how organisations use information sources both internally and externally and the types of information you will encounter. The skills gained by completing this unit will give you knowledge of the functionality of information and how data is stored and processed by organisations.</p> <p>You will also learn about how individuals use information of various types. This unit will help you to understand the legislation and regulation governing information that flows into and out of an organisation and the constraints and limitations that apply to it.</p> | <p><b>Textbook:</b><br/><a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Revision guide:</b><br/><a href="https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/><a href="https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf">https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf</a></p> |

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|                      | You will also learn the relationship between data and information. Knowledge gained in the study of this unit will also help prepare you for relevant industry qualifications such as VM Ware. |  |
| <b>Spring Term 2</b> | <p>Unit 2: Working in Business</p> <p>Externally assessed</p><br><p>Exam: May 2021</p>   | <p><b>Textbook:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Revision guide:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/general/my-revision-notes-cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/> <a href="https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf">https://www.ocr.org.uk/Images/267350-fundamentals-of-it.pdf</a></p> |
| <b>Summer Term 1</b> | <p>Unit 13: Social media &amp; digital marketing</p> <p>Internally assessed</p>  | <p><b>Textbook:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/> <a href="https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf">https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf</a></p>  |

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|   | <p>digital media to increase awareness of a product or service.</p> <p>As social media offers such a wealth of data and the ability to contact potential customers in their own homes across a range of media channels, it is only natural that digital marketing seeks to use social media as part of the marketing mix for goods and services. This unit looks at digital marketing as a concept and then offers you the opportunity to explore the possible impacts, both positive and negative, that may be generated by the use of social media as a digital marketing tool.</p> |   |
| <p><b>Summer Term 2</b></p> <p>Unit 13: Social media &amp; digital marketing</p> <p>Internally assessed</p> |   | <p><b>Textbook:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/> <a href="https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf">https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf</a></p> |

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|                      | <b>Topic and key aspects of study</b>                 | <b>Unit breakdown</b>   | <b>What to research at home/ recommended websites and reading list</b>  |
|----------------------|---|---|---|
| <b>Autumn Term 1</b> | Unit 7: Data analysis & design<br>Internally assessed | <p>This unit will enable you to develop the skills and knowledge required to actively use data analysis techniques to provide evidence and interpretation for decision making for a range of organisational needs. Organisations and individuals collect both quantitative and qualitative data and store it for current or future use.</p> <p>The data analyst examines, cleanses, transforms and models data in order to support decision making and understanding.</p> <p>The unit supports the development of skills, knowledge and understanding relevant to the role of a data analyst and the techniques required.</p> | <p><b>Textbook:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/> <a href="https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf">https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf</a></p> |
| <b>Autumn Term 2</b> | Unit 7: Data analysis & design<br>Internally assessed |   | <p><b>Textbook:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b></p>  |

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| <p><b>Spring<br/>Term 1</b></p> | <p>Unit 9: product development<br/>Internally assessed</p> <p>The purpose of this unit is to prepare you to undertake product development activities. You will learn about different product design methodologies and the role of the product development life cycle. In addition, you will discover the factors that influence product developments. The key to any product development being a success is the analysis, client review, design, testing and final acceptance that takes place. The skills that you will learn can be applied to the development of any product, large or small. You will use product development skills and work through the product development life cycle.</p> <p>It is therefore important that you understand the processes required for the development of products and that you can apply them to a variety of situations.</p> <p>It is recommended that you develop a product alongside the other units you are studying so that you can explore the units holistically as a wider project. If this unit is being taken as part of a specialist pathway, the product developed could align to your chosen pathway and support progression into your chosen field within the IT industry.</p> | <p><a href="https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf">https://www.ocr.org.uk/Images/267364-social-media-and-digital-marketing.pdf</a></p> <p><b>Textbook:</b><br/><a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technical-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technical-level-3-it</a></p> <p><b>Unit outline:</b><br/><a href="https://www.ocr.org.uk/Images/267360-product-development.pdf">https://www.ocr.org.uk/Images/267360-product-development.pdf</a></p> |
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**Spring  
Term 2**

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| Unit 9: product development<br>Internally assessed |  | <p><b>Textbook:</b><br/> <a href="https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it">https://www.hoddereducation.co.uk/subjects/ict/products/level-3/cambridge-technicals-level-3-it</a></p> <p><b>Unit outline:</b><br/> <a href="https://www.ocr.org.uk/Images/267360-product-development.pdf">https://www.ocr.org.uk/Images/267360-product-development.pdf</a></p> |
| <p><b>Summer<br/>Term 1</b></p>                    |  |   |
| <p><b>Summer<br/>Term 2</b></p>                    |  |   |
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