2021
IT

Mrs M Perrineau-Daley

St John Bosco College

Level 3 IT

Transition Booklet

"Failure is simply the opportunity to begin again, this time more intelligently" - *Henry Ford*

by Unknown Author is licensed under

Welcome to Level 3 IT at SJBC.

Cambridge Technical in IT Level 3 (CTECH) are aimed at young people aged 16 to 19 who have completed Key Stage 4 of their education and want to study in a more practical, work-related way.

The Cambridge Technicals in IT take an in-depth look at IT that's all around us, providing students with a theoretical background reinforced with skills that transfer into the modern workplace.

What Will I Learn on This Course?

Learners will take five units, made up of three mandatory and two optional units.

All learners will study the following two mandatory units; (Unit 1) Fundamentals of IT and (Unit 2) Global information. These units provide learners with an insight into the IT sector, as they investigate the pace of technological change, IT infrastructure, and the flow of information on a global scale, as well as the important legal and security considerations.

In addition, learners are required to complete three further units, one of which must be the designated mandatory unit for their chosen pathway, thereby ensuring that they are specialising in a specific area as part of their study programme.

Achievement of this qualification can support progression to go on and study in a Higher Education institution either on relevant IT degrees such as, Computing and Technology or Business IT or support progression on to other degree courses.

A Level vs Cambridge Technicals Tariff Points

Grading – Pass, Merit, Distinction, Distinction*

A Level		Cambridge Technicals	
Grade	Tariff points	Grade	Tariff Points
A*	56	D*	56
A	48	D	48
B	40		
C	32	M	32
D	24		
E	16	P	16

UCAS tariff points are not subject to qualifications being on 16-18 performance tables.
Centres are advised to check with university admissions on the acceptance of qualifications if not already specified by HEIs.

Mrs M Perrineau-Daley

Course Textbook: https://www.amazon.co.uk/Cambridge-Technicals-Level-2016/dp/1471874915

Essential Revision Guide: https://www.amazon.co.uk/My-Revision-Notes-Cambridge-Technicals/dp/1510442316

Essential Summer Watching:

Guide to the Cambridge Technical IT Qualification: https://www.youtube.com/watch?v=Yr11rrbtADc

Introduction to IBM's Smarter planet: https://www.youtube.com/watch?v=9wfZH6ZWxmk
https://www.youtube.com/watch?v=QZ0o7avcvv4

Social Media Marketing:

https://www.youtube.com/watch?v=usKMKq977iA

https://www.youtube.com/watch?v=0W6Jz44L1wU

Preparation material:

Spending time over the summer to prepare for your course is time well spent. Here are some links to resources and other tasks that will help you to get off to a great start in your studies.

Unit 1 Fundamentals of IT Exam Content

This resource is free for students. Some of the content covered in the exam unit 'Fundamentals of IT' is directly from Computer Science topics. The following free resource teaches some of the key topics which is useful as a refresher or to learn new knowledge if you have not done GCSE Computing.

Curriculum resources by Craig 'n' Dave:
Craig Sargent and David Hillyard are two classroom teachers with a degree in computer science, and many years of teaching experience. Their video series helps you learn the theory for EVERY bullet point of your course specification.
https://student.craigndave.org/gcse-videos
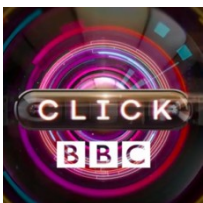
Current Technology and Developments in IT
Many of the coursework units on this course require you to investigate existing technology as well as come up with your own ideas linked to IT. To ensure that you keep up to date about the latest technology developments and to help you develop your own ideas regularly watch videos from the BBC Click website.
https://www.youtube.com/user/ClickBBC/videos

Mrs M Perrineau-Daley

TASK 1: *Use https://www.teach-ict.com/glossary/A.htm or other sources to fill in the table below in your own words.*
(The first one has been done for you as an example.)

Computer Hardware	Uses	Benefits	Limitations
Input Devices			
Keyboard	To input and edit text, numbers and characters into a computer device. Can be used to move around the computer screen if mouse is disabled. Can be used to access BIOS during computer boot sequence. Can also be used to control computer games. To perform system functions such as Print screen, volume or brightness control as well as display functions to external displays.	Easy to learn techniques such as touch typing to enable quick text entry. Can be ergonomic or braille for disabled users. Versatile and simple to use for beginners.	Small keyboards could be difficult to use, especially for disabled users. Characters in other languages can be difficult to access. UK and US keyboards are fixed and unable to be adapted to base country/language. Some features are not easy to access or know about.
Mouse			

St John
Bosco
College

Scanner			
Sensors			
Microphone			

Graphics Tablet			
Visual Display			
Barcode Reader			

St John
Bosco
College

Output devices			
Plotters			
Speakers and headphones			
Braille Terminal			

St John
Bosco
College

Communications Devices			
Modem			
Network Card			
Terminal Adapter			

St John
Bosco
College

Wireless Router			
Wireless Network cards			
Hub			

Task 2: Complete the vocabulary activities on the following pages.

St John
Bosco
College

Name: _____

Complete the Sentence
Use the words in the list below to complete the sentence

1. LAN - Local _____ Network.

2. WAN - Wide Area _____

3. _____ - Wireless Local Area Network.

4. MAN - _____ Area Network.

5. SAN - _____ Area Network

6. The _____ is the largest WAN

7. MAN - larger than a _____ but smaller than a _____

8. LAN - connects network devices over a _____ distance

9. VPN - Virtual _____ Network

10. _____ - Often found in networks

Router short Internet Area WAN Network LAN Metropolitan

Private WLAN Storage

Name: _____

Ready for Work
Complete the crossword
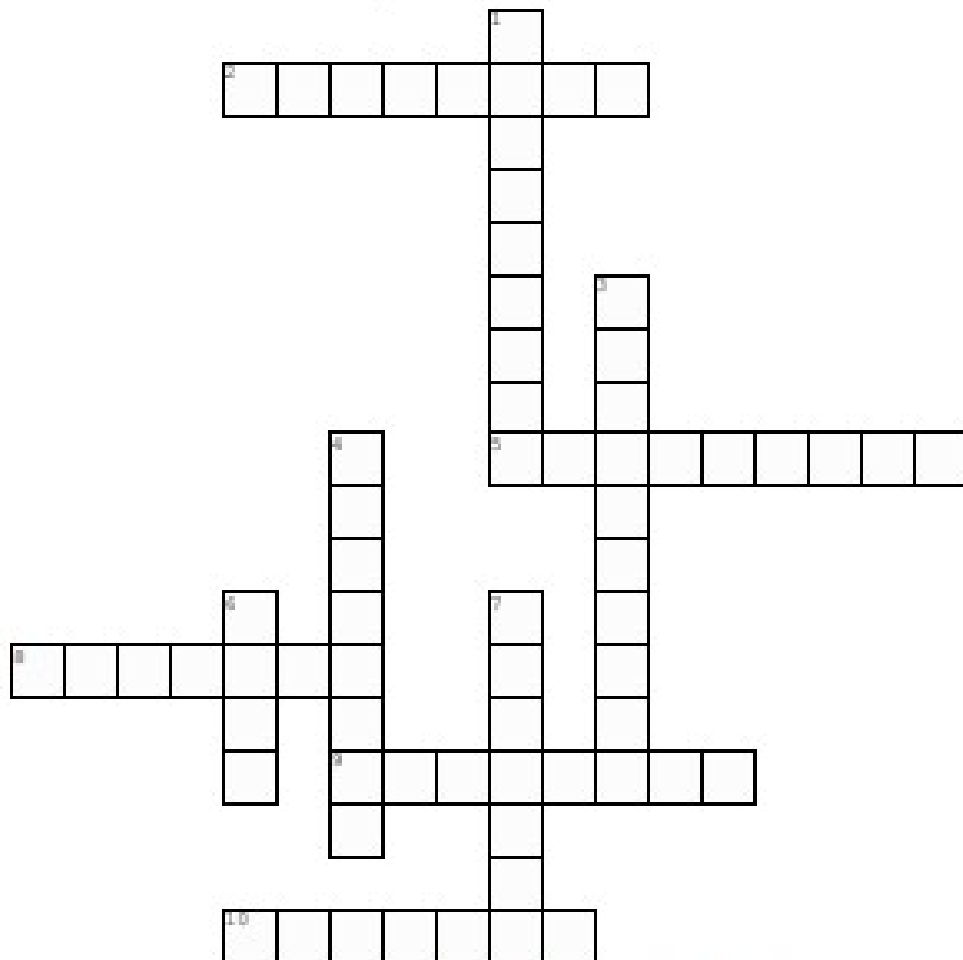
Qualified | Diligent | Team | Attitude | Groomed | Respect | Punctual | Dresscode

Hygiene | Appearance

Across
2. On time, all the time
5. This defines what to wear at work
8. Listens to the manager, shows _____
9. Hard working and conscientious
10. Nice hair! Well _____

Down
1. Have the certificates to do the job.
3. Smart, tidy, not shabby
4. Can do! Will do! Responsive.
6. Works well in a _____ with others
7. Washed and clean. Personal _____

Name: _____

Business Systems

Write the letter of the correct match next to each problem.

a. A system that provides managers with the tools to organize, evaluate and efficiently manage an organization.

1. _____ MIS

b. A course or principle of action adopted or proposed by an organisation

2. _____ CRM

3. _____ SOP

c. An established or official way of doing something

d. Enables support agents to track, prioritize, and solve customer support tickets

4. _____ Helpdesk

e. A set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations

5. _____ Policy

f. A business process in which client relationships, customer loyalty and brand value are built through marketing strategies and activities

6. _____ Procedure

St John
Bosco
College

Technology Device Vocabulary

Write the letter of the correct match next to each problem.

Name: _____

1. _____ Animation   a. restore compressed data back to its original size

2. _____ Audio card   b. examples include ASCII, CAD, BMP, EPS, JIFF, PC Paintbrush, PIC, TIFF, GIF, JPG, AU, and DOC.

3. _____ Audio Files   c. a file containing musical data encoded according to Musical Instrument Digital Interface specifications

4. _____ Bitmap Image   d. final copy of a document or artwork used by commercial printers to make the plate form printing multiple copies

5. _____ Cache   e. a card that converts analog sound to digital data for use or storage inside a computer

6. _____ Camera ready   f. files that add music or voice sounds to a presentation

7. _____ CD-ROM   g. a program that links a device, such as a mouse, printer, CD-ROM player, etc., to the operating system

8. _____ Compress   h. a special, extra part of RAM where frequently acessed information is stored

9. _____ Configuration   i. a utility that can play video clips, animation, or sound files

10. _____ Decompress   j. makeup of a computer system; choose from a variety of options such as a specific monitor, printer, etc.

11. _____ Digitize   k. data encoded so it takes up less storage space

12. _____ Device driver   l. the process of adding movement to a graphic

13. _____ File formats   m. a method of recording information in binary pulses so it can be stored in computers

14. _____ Media player   n. a medium that holds text, graphics, and sound

15. _____ MIDI   o. images created in paint programs or through scanners

St John
Bosco
College

Name: _____

Hardware

Please unscramble the words below

Created on TheTeachersCorner.net Word Scramble Maker

1. suoMe   Rodent

_____

2. osrsPoerc   Intel inside?

_____

3. darKyeob   Tap, tap, tap

_____

4. orotMni   Watching?

_____

5. diarboanm   It's a mother!

_____

6. eanrrsc   Barcode or paper

_____

7. picGhsra   GPU

_____

8. BUS Port   Serial bus?

_____

9. mrcdo   Not DVD

_____

10. rtinpre   Paper device?

_____

11. srotage   Type of device

_____

Protocols

Add your own clues...
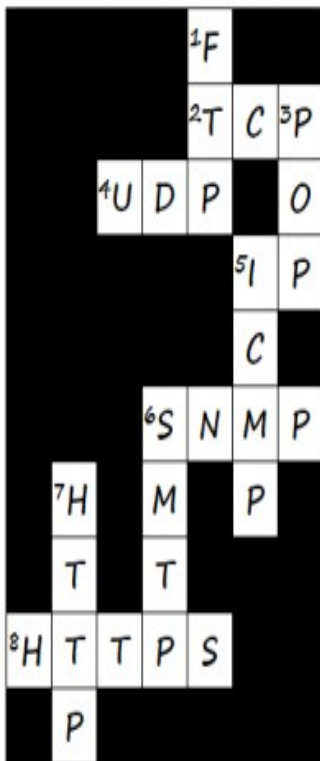
Across	Meaning	Clue
2		
4		
5		
6		
8		

Down	Meaning	Clue
1		
3		
5		
6		
7		

The crossword grid contains the following filled letters:

- 1 (down) F
- 2 (across) T C, 3 (down) P
- 4 (across) U D P, O
- 5 (down) I P
- C
- 6 (across) S N M P
- 7 (down) H, M, P
- T, T
- 8 (across) H T T P S
- P
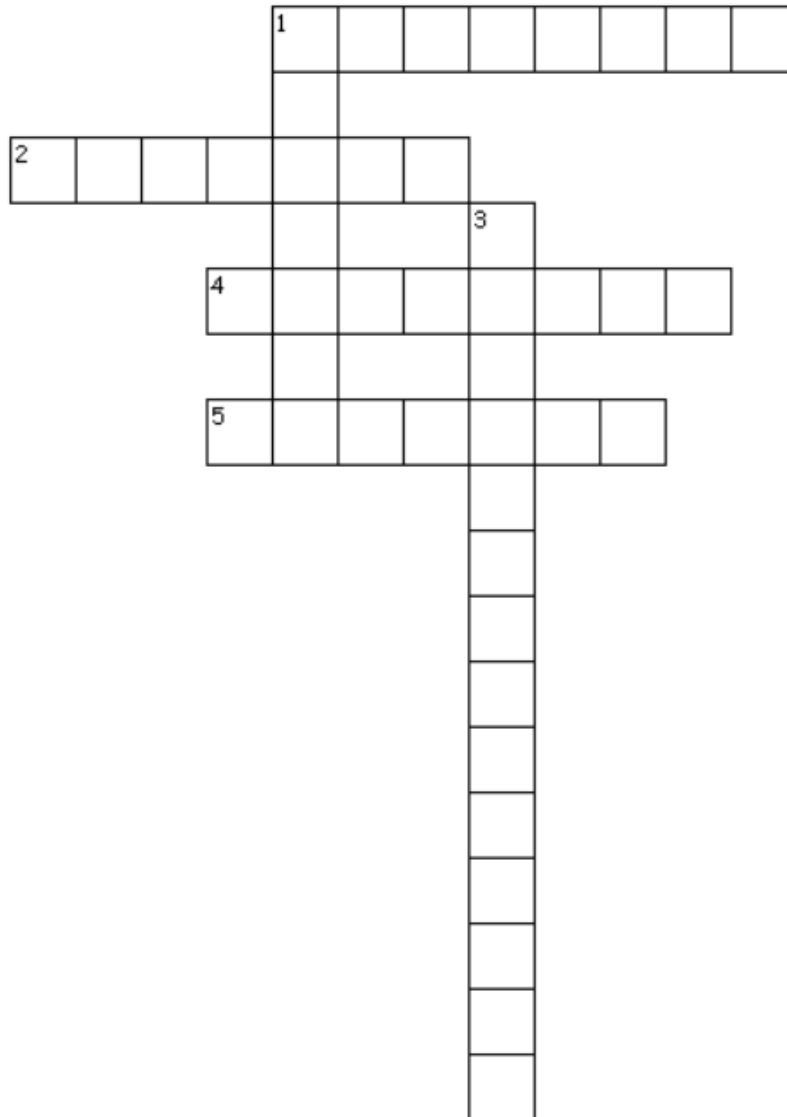
Across
1. Separates applications from the hardware
2. Virtualisation designed to split bandwidth
4. You can partition a single physical computer into several virtual _____
5. Virtualisating the individual computer
Down
1. Combines several repositories into one larger space
3. A simulated computing environment

St John
Bosco
College

File types

http://bit.ly/2zMwqJj

http://bit.ly/2k89bSQ

File type	Bitmap/vector	Compressed/ uncompressed	Main uses	Advantages	Disadvantages
JPG					
PNG					
GIF					
BMP					
TIFF					
RAW					
MP3					
MP4					

Mrs M Perrineau-Daley

AVI					
MOV					
DOC/RTF					
PDF					
XLS					
MDB/ACCDB					