BTEC Level 3 National Certificate in Information Technology

Links to your online specification

We follow Pearson BTEC Level 3 National Certificate in Information Technology Extended Certificate:

Pearson Level 3 BTEC

Early access to interactive resources you may use

The first unit we will study is on Social Media. You will be required to complete Social Media campaign for a local business. Therefore, familiarise yourself with the features of the following social media sites:

- Instagram
- Twitter
- Facebook
- Snapchat
- LinkedIn
- Youtube

Example assignments

- Across the two-year course, we will work on four units do some reading on what will be required of you in the specification. **Make sure you look at the Extended Certificate Specification**:
    o **Information Technology Systems.** This is the theory unit for the course and the content which you could do some background reading on is listed on pages 19 -25 The book: Revise BTEC National Information Technology Units 1 and 2 Revision Workbook will help you to get up to speed.
    o **Creating Systems to Manage Information.** This is a practical unit which culminates in a practical database exam. You need to be able to use Microsoft Access to a very high standard, so some practice of using Microsoft Access would help you greatly. Page 31-33 of the specification. The book: Access 2016 for Dummies. will help you get up to speed.
    o **Using Social Media in Business.** The first unit we will study is on Social Media. You will be required to complete Social Media campaign for a local business. Pages 39-42 will tell you what you need to do. An understanding of the features of the different social media sites will help here.
    o **Data Modelling.** This is a spreadsheet unit. Requirements are set out on pages 49-52. Practice using Spreadsheets will help you here. There is a good online tutorial on the website home and learn: Excel Course

Reading lists

- Revise BTEC National Information Technology Units 1 and 2 Revision Workbook
- Access 2016 for Dummies
- Excel Course