

KS5 IT

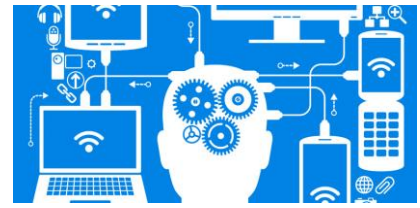
OCR CAMBRIDGE TECHNICAL - LEVEL 3 IT – INTRODUCTORY DIPLOMA

This course consists of 5 different units of work:

Year 12:	
Unit 1 – Fundamentals of IT	Exam
Unit 9 – Product Development	Coursework
Unit 13 – Social Media & Digital Marketing	Coursework
Year 13:	
Unit 2 – Global Information	Exam
Unit 6 – Application Design	Coursework



UNIT 1 – FUNDAMENTALS OF IT

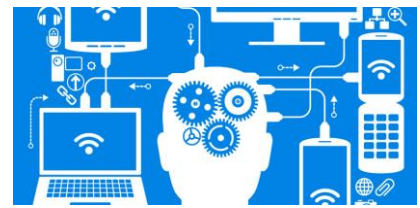


KEY TERMS

- During this unit, you will learn about the core aspects of IT, in a range of contexts
- You are required to discuss the following key terms, which apply to all units within the course
- Research into each area and write a concise definition for each term, in your own words
- You must email the completed document to Miss Cane (sec@leventhorpe), by 31st August 2018

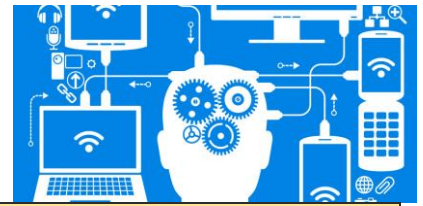
Term	Definition
LO1 - Hardware	
Input devices	
Output devices	
Communications devices	
Processors	
Motherboards	
Storage	
Ports	
Types of computer system	
Connectivity methods	
Communications hardware	
Hardware troubleshooting	
Units of measurement	
Number systems	
Number conversion	

UNIT 1 – FUNDAMENTALS OF IT



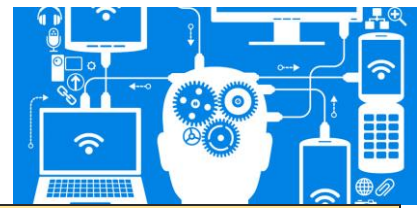
LO2 - Software	
Open source software	
Closed source software	
Off the shelf software	
Bespoke software	
Shareware	
Freeware	
Embedded software	
Applications software	
Utility software	
Operating system	
Communication methods	
VoIP	
Personal assistances	
Common faults	
Troubleshooting tools	
Data packet	
Protocols	

UNIT 1 – FUNDAMENTALS OF IT



LO3 - Business IT Systems	
File server	
Print server	
Application server	
Web server	
Virtualisation	
MIS	
CRM	
SOP	
Help desk	

UNIT 1 – FUNDAMENTALS OF IT



LO ₄ - Employability & Communication Skills	
Interpersonal skills	
Verbal communication	
Questioning techniques	
Written communication	
Barriers to communication	
Communication technology	
Personal attributes	
Dress code	
Professional bodies	
Industry certification	

UNIT 1 – FUNDAMENTALS OF IT



LO5 - Operational & Ethical Issues	
Whistle blowing	
Discrimination	
DPA	
Codes of practice	
Security of information	
Health and safety	
Disaster and recovery planning	
Organisational policies	
Change drivers	
Scale of change	
Threats to security	
Physical security methods	
Digital security methods	
Legislation of disposal of computer equipment	
Overwriting data	
Electromagnetic wipe	
Physical destruction	