

# BTEC National Diploma IT PRACTITIONERS



## Course Guide

Level 3 Two-year course

2010/11

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The course is suitable for those who wish to enter a career as an IT practitioner or technician in the area of business systems, user-support, networking and software development.

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### Subject introduction

This is a practical work-related course that extends and deepens knowledge, understanding and skills for IT practitioners. The qualification focuses on IT and is designed to bring the realities of the world of work into learning. It will give students the opportunity to develop a range of skills and aptitudes essential for successful performance in working life or progression to Higher Education.

### Study outline

The course consists of 18 units. Some units are mandatory and include:

#### **Unit 1 – Communication and Employability Skills for IT**

This unit provides an opportunity for learners to understand a range of non-technical skills such as communication and to appreciate what other skills and knowledge they will need to develop in order to be an effective employee.

#### **Unit 2 – Computer Systems**

Most IT practitioners will at some stage have to set up, use, customise and maintain a computer system or systems. This unit develops skills in hardware components and operating systems so that informed choices can be made when choosing and purchasing systems.

#### **Unit 3 – Information Systems**

Information systems are combinations of software, hardware and communication networks used to collect, organise, and distribute useful information in organisations. This unit looks at how businesses operate and the functional areas into which they can be divided as well as exploiting the formal ways that internal and external information flows can be represented.

There is then a choice of Specialist Units, which may include:

Advanced Database Skills  
 Advanced Spreadsheet Skills  
 Communication Technologies  
 Client Side Customisation of Web Pages  
 Data Analysis and Design  
 Developing Computer Games  
 Human Computer Interaction  
 Installing and Upgrading Software  
 IT Project  
 Maintaining Computer Systems  
 Computer Animation  
 Website Production and Management  
 E-Commerce  
 IT Technical Support  
 Principles of Computer Networks

### Methods of study

Projects and assignments are based on realistic workplace situations, activities and demands. Students develop skills and understanding of work within a vocational context.

### Special features

This course includes a Work Placement where students will be able to gain experience within a company where they will see the benefits of using IT in the real world.

### Subject combinations and careers

This course provides progression to Higher Education vocational qualifications such as the BTEC Higher

National Diploma in Computing or a full-time degree in Computing or Computer Science or IT Systems. BTEC National Certificates are valued by employers and students go into careers in many IT related disciplines.

### Methods of assessment

Units will be portfolio-based and internally assessed. All units are graded and an overall grade for the qualification is awarded. A variety of types of assessment may be used, e.g. presentations, role-play, observations of practical tasks and written reports.