

Unit 1 Fundamentals of IT

LO4 - Understand employability and communication skills used in an IT environment



What the unit involves

- 5 learning objectives
- 1 hour 30 min exam out of 80
- Section A multiple choice – 15 questions
- Section B questions range from 2/3 to 10 marks – extended mark question



Introduction to Unit 1

- The unit amounts to 90 Guided Learning Hours (GLH)
- Specialist resources required for this unit – None.
- This unit is externally assessed by an OCR set and marked examination.

LO1	10-20%
LO2	10-20%
LO3	25-35%
LO4	5-15%
LO5	10-20%

Introduction to Unit 1 – LO4

- A sound understanding of IT technologies and practices is essential for IT professionals. 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.
- After completing this unit, the knowledge, skills and understanding you have developed will underpin your study for the additional units.
- 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 Essential

Communication Technologies

Communication is aided by a range of technologies – some are written and some are verbal.

- **Presentation software**
- **Word processing**
- **Email**
- **Web**
- **Blog**
- **Vlog or video log**
- **Instant messaging**



Communication Technology Starter

Select any **four** of the technologies on the previous slide and answer the following questions on your computer or on paper: **(10 minutes) – pause this video whilst you complete the task.**

- **Technology name:**
- **What are the different features of the technology?**
- **Where would they be most suited for?**
- **What communication technology would you use if you worked as a computer support technician for a small PC repair company? (Justify your answers)**

Job Roles

4.5 There are numerous IT and Computing Job roles, i.e.:

- **Network manager**
 - **IT technician**
 - **Programmer**
 - **Web designer**
 - **Animator**
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- **Key skills required for each (i.e. technical and non-technical)**



Task – Technical vs Non-Technical Skills

Look up on the Nationals careers service website the link here: [NCS](#)

List the **technical skills** and **non-technical skills** in a table that are needed and why they are needed (**20 minutes**)

- Network manager
- IT technician
- Programmer
- Web designer
- Animator



Professional bodies (15 minutes)

BCS – What is their purpose and what are the benefits of them as well as their limitations?

The chartered institute for IT as above (UK IT Association).

Industry certification – benefits to individual and the employer?

Current vendors (CompTia[®], Cisco[®])

- **Task 1** - What is the purpose of each award? How does achieving an award benefit the individual? How does employing staff who hold the award or providing opportunities to study them support an organisation?
- **Extension task:** Write down why employers would benefit from employing somebody with certification as well as how it benefits the individual? Are there any disadvantages?

Summer work...

- Research the Data Protection Act (DPA)
- Identify the principles of the Act
- Define each of the following:
 - Who is the Data Subject?
 - Who is the Data User?
 - Who is the Information Commissioner and what is their role?
- Source **two** case studies of DPA breaches.

For each case study:

- Explain the breach and give reason to the consequences to the business.



**Data Protection
Act 1998**