



ICT DEPARTMENT



A Level Applied ICT
Preparation Work

Preparation Tasks

As part of your induction on to the As you are required to complete 3 different through the instructions below and required, these must be handed in on the September.



Applied ICT Course tasks. Carefully read complete the tasks first day back in

You **MUST** have it completed by that date as it will be marked as part of your G040 coursework which is worth 30% of your AS grade.

Task 1 - Reading Buddies Leaflet and Application Form Report.



Look carefully at the reading buddies leaflet (both sides) and the application form (at the end of this booklet). You are going to use these to create a report which must follow this structure;

Introduction

- ❑ Explain the **purpose** of the application form and leaflet.
- ❑ Explain the **audience** the application form and leaflet is aimed at.
- ❑ Explain how **suitable** the application form and leaflet is for the purpose it was designed for.
- ❑ Summarise the main content of both the application form and leaflet.

Reading Buddy Leaflet: Explain the following points:

- ❑ Writing style – what type of language is used? e.g. formal, informal, informative or persuasive.
- ❑ Page layout – what is the paper size, margin width, header/footer information.
- ❑ House style used – what font style/colour/size etc.
- ❑ Text styles – what fonts, heading styles, bold, italic, underline, text animation if any are used.
- ❑ Paragraph formats – has numbering, bullets, left use of tables, line spacing been used.
- ❑ Special features – have any borders, shading, colour, contents page, index, bibliography, text used?
- ❑ Types of media – are there any graphs or charts, drawings, clip art, images?
- ❑ Position of important items – logos, addresses, names & headings, references, signatures etc.



or right or centred text,

background colour, text or picture boxes been

lines or borders, pictures,

Reading Buddy Application Form



You need to explain the following points:

- Does the application form have a Slogan?
- Does the application form have a Logo?
- Are the correct questions asked? – Too many?
- Are there different sections on the form to fill in?
- How much space is available to answer questions? – Boxes/Dotted Lines? Too much or too little?
- Where does the application form filler input their details?
- Does the form have open, closed, multiple choice and/or order of priority questions?
- Are the questions easy to read?
- How many pages? – Is it too long/too short?
- Is the space on the form used effectively?
- Are there any instructions on the form – on how to fill the form in?
- Is there any Contact Information for people e.g. phone number, address or website address?
- Writing style – language used e.g. formal, informal, informative or persuasive.
- Page layout – paper size, margin width, header/footer information.
- House style used – font style/colour/size etc.
- Text styles – fonts, heading styles, bold, italic, underline, text animation.
- Paragraph formats – numbering, bullets, left or right or centred text, use of tables, line spacing.
- Special features – borders, shading, background colour, text colour, contents page, index, bibliography, text or picture boxes.
- Types of media – graphs or charts, lines or borders, pictures, drawings, clip art, images.
- Position of important items – logos, addresses, names & headings, references, signatures etc.

Evaluation

- Explain the good & bad points of both the leaflet and application form.
- Explain how you would improve both the leaflet and application form. What would you change, add or delete from the leaflet and application form.

For September you need to collect and bring in 2 other application forms and 2 leaflets from 2 different places i.e. driving license, passport, bank account, job etc.

Task 2 - Communication Report:

Communication is a phrase used to describe how messages are passed between different people, computers, etc.



There are various methods of communication, these include:

- Video messaging
- Email
- Letter
- Podcasts
- RSS Feeds
- Text (SMS and MMS)
- Instant messaging
- Blogs
- VLE

Research (**don't copy!**) into any 6 of these 9 communication methods, you should try to use **different sources** (websites, books, magazines etc.) **not Wikipedia!**

Here are some questions that you need to find out the answers to from your research.

1. What is it?
 2. How does it work?
 3. Can you think of any examples of how & where it is used?
 4. What are the good points and bad points of it?
- Write a report that explains your findings on **each** communication method listed above (that is the 6 different methods).

Communication Methods & Technologies

For the communication methods to work they need to use certain **technology** to make them work correctly.

For the 6 communication methods you have chosen **explain** the **technology** from the **list below** that would be needed to make them work e.g. Video Messaging would need a personal computer/touch screen/mobile phone, and the Internet.

- ❖ Personal computers;
- ❖ Touch screens;
- ❖ Digital broadcasting;
- ❖ DVD (digital video disc);
- ❖ Mobile phones; including 3G
- ❖ Internet;
- ❖ WAP (wireless application protocol);
- ❖ HD (High Definition) / Blue Ray Disks;
- ❖ Audio/Video Compression Technologies



Task 3 – Best of Wood Case Study Report

Read the following case study extract.

Best of Wood (BoW) case study

Introduction

BoW is a company that manufactures bespoke wooden furniture to customers' design briefs. The company has a large workshop where the furniture is made, a warehouse where the wood and other items are stored and a head office. The workshop, warehouse and head office are all on a single site on the outskirts of a large village in Kent.

Goods supplied

The company can design and make any type of wooden furniture a customer requires. The most common items are tables, chairs, sideboards, bookcases, wardrobes and chests of drawers. BoW has a range of standard designs for these items that customers can order. Customers can have these designs customised to meet their needs or have a new design created from a design brief. The furniture can be made from a variety of different woods – ash, beech, cherry, elm, mahogany, maple, oak, pine and walnut. These are all obtained from certified sustainable sources. There are also a number of different finishes available. The wood can be stained in a variety of shades or a limed finish can be applied. Stained wood can be either coated with lacquer or varnish, or polished using oil or wax. Some furniture may have specific design requirements. For example chairs may include fabric. The company has a number of books of fabric swatches that customers can select from, or the customer can provide their own fabric. Other furniture such as wardrobes will require hinges, handles and other fixtures. A stock of these is kept in the warehouse but others can be ordered to meet a customer's specific requirement.

CAD software is currently used to design the furniture. The owner of Best of Wood is considering linking this to a CAM system.

- Do some research and produce a word-processed report for the owner. Your report must **evaluate** the **benefits & limitations** for the **company** of introducing CAD and CAM and **evaluate** the **impacts** on the **employees** of BoW.
- Briefly **evaluate** the method(s) you used to complete this report i.e. if you used the Internet what search criteria did you use, which websites were helpful to you, which were not? What are the advantages and disadvantages to using the Internet as a research tool?
- You must acknowledge all information sources you used i.e. a Bibliography. **This is not included in the 500 words.**
- The work you produce for must **not exceed 500 words**, including the evaluation of the methods you used.
- Marks will be awarded for the quality of written communication in your answer (spelling, punctuation & grammar).

Remember the deadline to complete the report is by the first week in September.

Task 4 – Exam Questions

Please answer the exam questions below in the spaces provided.

1. Under the Data Protection Act, who are the following people?

a) Information Commissioner

[1 mark]

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b) Data Subject

[1 mark]

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c) Data User

[1 mark]

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2. Explain **3** steps that an organisation would need to take when collecting and storing customer information to ensure it complies with the Data Protection Act.

[3 marks]

1

2

3

Computer Misuse Act

6. The Computer Misuse Act came into force in 1990.

a) Describe **one** action that this legislation makes illegal.

[2 marks]

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b) Explain how this legislation protects organisations' computer systems and data.

[4 marks]

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Electronic Communications Act

7. There are two aims of the Electronic Communications Act (2000). One of the aims is to facilitate electronic communication.

a) What is the other aim?

[1 mark]

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b) Which type of business activity benefits most from this Act?

[1 mark]

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c) Describe **two** reasons why this Act was needed.

[4 marks]

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Freedom of Information Act

8. Explain the purpose of this law.

[2 marks]

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9. List the types of information that can be requested under this law.

[3 marks]

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10. Explain the benefits and problems with the Freedom of Information Act.

[6 marks]

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Remember the deadline to complete all 4 tasks is by the end of the first week in September.

**Please hand in all tasks and this booklet to
Miss Anthony in LF2**



SWANSHURST SIXTH FORM

