

BTEC Extended Diploma Computing

Welcome to Level 3 Extended Diploma in Computing.

We will be delighted to welcome you onto the course in September and help you to take the next step towards a great career.

This course can be intense (depending on your initial expertise in this area) and you can benefit greatly from doing a little preparatory work so that you are fully ready for its start.

In order to reduce the workload for new students and to help us get to know you better, we set a mandatory piece of work to be done over the summer. This details the three tasks that make this up. In total it should take about 4 hours.

The tasks are:

Task one:

Potential Work Experience Locations

A key part of this exciting course is the 40hrs of work experience which is to be completed for each academic year.

Industry placement will be arranged with the support of the college, but it is also part of the college core values that you take ownership of your own learning and options for the work experience. Please start to research what companies there are in your own local area. What type of business would you like to work in? Technical and Digital Support can be found in every company and in every sector of the workplace. Some companies will have their own IT support team and others outsource this to IT support companies to provide this service.

Your task is to list three (at a minimum) companies (name, company website address, address and phone number) **you would like to contact for your industry placement that is in your local area or that you would be able to travel to when on work placement.** *TIP "Have a look on company websites to see what they do and make contact with them to find out what IT support they have". Ask family and friends if they know anyone who works in IT.*

Task Two:

Student Overview:

As part of your progression from a school environment to your further education at West Suffolk College you will be required to take more ownership of your learning.

In task 2 we are looking at some of the academic study you will be completing in the classroom.

Please review the 5 units you will be studying in year 1 and consider what each will cover, suitable for a Level 3 course.

Unit 1 Principles of Computer Systems

Unit 2 Fundamentals of Computer Systems

Unit 7 IT Systems Security & Encryption

Unit 8 Business Applications of Social Media

Unit 20 Managing and Supporting Systems

Your task is to detail what you think will be covered in each one. Do this in a 7 slide PowerPoint (or similar) file. Add a slide which contains details about yourself including what school you went to, what made you interested in computing and your pet preference (dogs/cats/other or none)

Task Three:

Complete This 3hr (approx.) Course

This free online course can be found here [Introduction to IT | Codecademy](#)

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Free Course

Introduction to IT

Take your first steps into the world of IT, or Information Technology! Introduction to IT will teach you about core IT subjects.

4.4 ★★★★★ 1,069 ratings

Start

 43,376 learners enrolled

This course includes

- AI assistance for guided coding help
- Projects to apply new skills
- Quizzes to test your knowledge
- A certificate of completion

Skill level
Beginner

Time to complete ⓘ
3 hours

Projects
1

Prerequisites
None

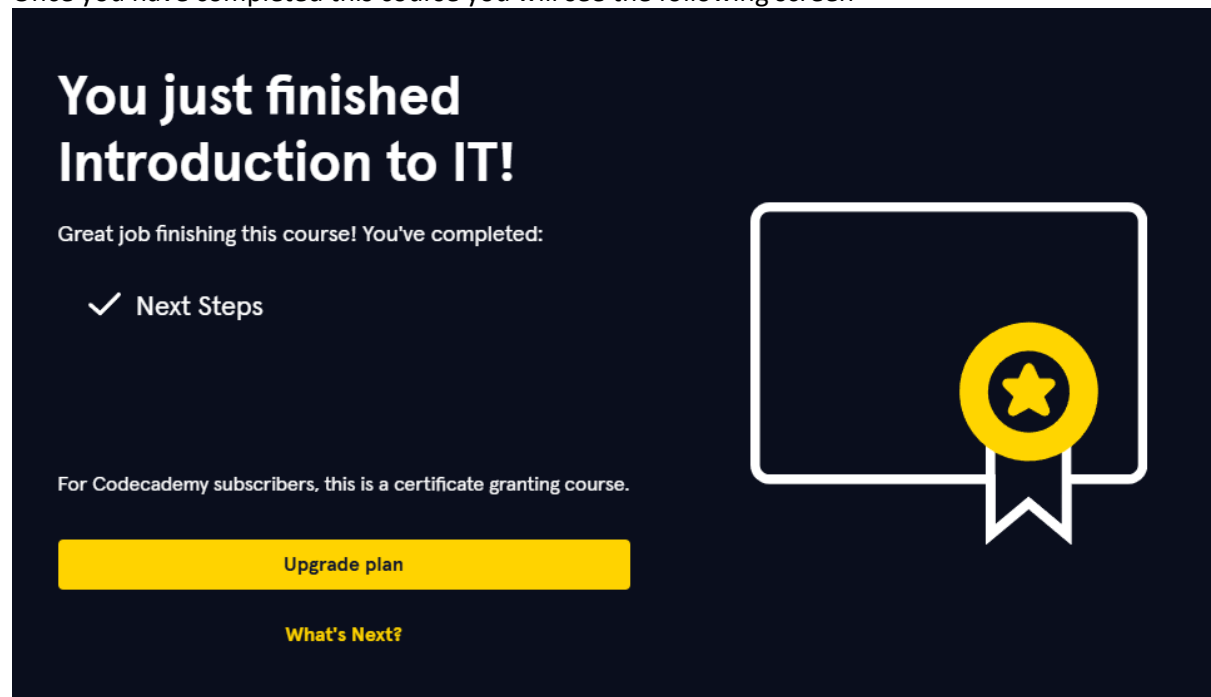
About this course

This course provides a beginner-friendly introduction to Information Technology (IT), covering essential concepts in computer systems, networking, software, and cybersecurity. Learn the fundamentals of IT and how it powers modern businesses and technology-driven industries.

Skills you'll gain

- Understand computer basics and IT essentials
- Learn networking, operating systems, and applications
- Explore software development, databases, and cybersecurity

Once you have completed this course you will see the following screen



Please note that at the start of the College classes there will be a quiz focused on what was covered in the above course. There will be a magnificent prize for the person in first place (golden colored dinosaur), second (choice of the two remaining dinosaurs) and third (the remaining dinosaur):

Deadline Date: 22nd August 2025

By this date, you will need to have:

1. An Excel (or similar) file which details the potential Work Experience Locations.
2. A PowerPoint (or similar) file which has a slide which details each of the Units in this course as well as a Title slide and one which details your preferences (so a total of 7 slides at a minimum)
3. Prepare yourself for the quiz

Submit the first two by Email to :
Adam.Lennox@easterneducationgroup.ac.uk

and be ready for the quiz during your first day in class on the 1st September 2025 at 0900. When you will be told which classroom to go to, in the Computing Department Foyer

Equipment Needed

You will need a PC or laptop at home to be able to complete the homework and assignments that are set throughout the year. Ideally this should be able to run Microsoft office 365 (supplied by the college). If you don't have access to a computer at home, please let us know.

We have added lots of information about the course on the college website:

[Computing Extended Diploma Level 3](#)

Useful Websites

<https://www.wsc.ac.uk/courses/digital-technologies/265-level-3/13476-computing-extended-diploma-level-3-25vf037415?occ=2294932>

<https://www.techradar.com/uk/how-to/pc-components>

<https://www.ibm.com/uk-en/cloud/learn/networking-a-complete-guide>

<https://edabit.com>

<https://www.pearson.com/en-gb.html>