

— BTEC NATIONAL STUDY GUIDE —

IT Practitioners

Compiled from

IT Practitioners

Series Editor Jenny Lawson

IT Practitioners

By Sharon Yull and Howard Anderson

IT Practitioners

By Geoff Knott and Nick Waites



Edexcel Learning
80 The Strand
London
WC2R 0RL

Part of the Pearson group of companies throughout the world

This Edexcel Learning Edition first published 2005

Compiled from

IT Practitioners

Series Editor Jenny Lawson, published by Heinemann Educational Publishers
ISBN 0 435 45669 5

© Jenny Lawson, Alan Jarvis, K Mary Reid, Andrew Smith, Neela Soomary 2003

IT Practitioners

By Sharon Yull and Howard Anderson, published by Newnes
ISBN 0 7506 56840

© Sharon Yull and Howard Anderson 2002

IT Practitioners

By Geoff Knott and Nick Waites, published by Brancepeth Computer Publications Ltd
ISBN 0 9538848 2 1

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ISBN-13 978 1 84479 586 4

ISBN-10 1 84479 586 1

Printed and bound in Great Britain by Ashford Colour Press, Gosport

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Preface

This Study Guide for the BTEC National in IT Practitioners has been published to give you a flavour of the resources that are available to support your course.

A good textbook fulfils many roles. If you have forgotten something your tutor told you in class, you can look it up in the book. If there is something you are not quite sure about or don't quite understand, you can get to grips with it at your own pace and in your own time. If you are unfortunate to miss a class then you can probably read about the topic you missed in the textbook.

Texts also have activities and case studies for you to do so you can see how much you have understood. If you realise you need help, you can then go back to your tutor. Activities also give you the opportunity to practise the skills you will need for assessment.

And most texts will take you beyond their covers! They give you useful websites to explore, they will suggest journals and magazines that will widen your researches and they will have lists of other books to read if you want to explore an issue in greater depth. Make the most of all these leads to broaden your horizons. You will enjoy your course more and you are likely to get better grades.

This Study Guide covers only four of the units you may study for your BTEC National but we hope you will find it useful and will want to make further use of the books that are presented here.

More support for students

There are also other books and support available from the publishers featured in this book.

Heinemann publishes a book for each of the three IT Practitioners Diplomas:

<i>BTEC National IT Practitioners – General</i>	0 435 45669 5
<i>BTEC National IT Practitioners – ICT Systems Support</i>	0 435 45668 7
<i>BTEC National IT Practitioners – Software Development</i>	0 435 45667 9

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Newnes website: www.bh.com/companions/0750656840 has answers to the numerical problems in its text as well as other support for IT students.

Brancepeth Computer Publications Ltd also trades as ICT Education Online Ltd and produces eTextbooks for BTEC students.

At *etextbooksonline* students can create their own eTextbooks, tailored specifically to their particular study requirements.

There is a wide range of IT subject modules from which to choose, allowing students to tailor their eTextbook to contain the exact modules needed for a particular course. After having chosen modules and paid the subscription, the modules are combined into a fully integrated study text. Students then have 24/7 Web access to their eTextbook for a full year. Each integrated eTextbook has its own customised, user-friendly interface containing an expandable contents list, a comprehensive index, a search facility and much more.

All of the mandatory units, plus a number of the optional units, for the BTEC National Awards for IT Practitioners are available. Visit www.etextbooksonline.co.uk for more information.