

Year 12 and 13 BTEC ICT – Key Terms

Unit 1 – Information Technology Systems

Key Term	Definition
AIO (All-in-One)	A multifunctional device that combines several functions, such as printing, scanning, and copying.
Broadband	A high-speed internet connection that allows large amounts of data to be transmitted quickly.
Bluetooth	A short-range wireless technology used to connect devices.
Cloud Storage	A service that allows users to save data on remote servers accessed via the internet.
CPU (Central Processing Unit)	The main processor of a computer that performs calculations and executes instructions.
Data Protection Act	UK legislation that governs how personal data is collected, stored, and used.
DAB (Digital Audio Broadcasting)	A digital radio technology that reduces interference and improves sound quality.
Firewall	A security system that monitors and controls incoming and outgoing network traffic.
GUI (Graphical User Interface)	A visual way of interacting with a computer using items like windows, icons, and menus.
Hardware	The physical components of a computer system (e.g., keyboard, monitor, hard drive).
HTML (Hypertext Markup Language)	The standard language used to create and design web pages.
Internet	A global network that connects millions of private, public, academic, business, and government networks.
ISP (Internet Service Provider)	A company that provides individuals and organizations access to the internet.
LAN (Local Area Network)	A network that connects computers within a limited area such as a home, school, or office.
Malware	Malicious software designed to harm, exploit, or otherwise compromise a computer system.
Operating System (OS)	Software that manages computer hardware and software resources (e.g., Windows, macOS).
RAM (Random Access Memory)	Temporary memory that stores data and instructions currently in use.
ROM (Read-Only Memory)	Permanent memory that stores essential programs and data that do not change.

Software	Programs and operating systems used by a computer.
Streaming	A method of transmitting or receiving data (especially video and audio) over a network in real time.
URL (Uniform Resource Locator)	The address used to access web pages on the internet.
Wi-Fi	A wireless networking technology that allows devices to connect to the internet.
VPN (Virtual Private Network)	A secure connection that encrypts data sent over the internet, often used for privacy.
Backup	A copy of data stored separately to protect against data loss.
Encryption	The process of converting data into a code to prevent unauthorized access.

Unit 2 - Creating Systems to Manage Information

Key Term	Definition
Database	An organised collection of data that can be easily accessed, managed, and updated.
Table	A structure in a database that stores data in rows and columns.
Field	A single piece of data or attribute in a table (e.g., "First Name").
Record	A complete set of fields in a table, representing one item or entity.
Primary Key	A unique identifier for each record in a table.
Foreign Key	A field in one table that links to the primary key in another table to create a relationship.
Relational Database	A database structured to recognize relationships among stored items of information.
Flat File Database	A database that stores data in a single table or file without relationships.
Validation Rule	A rule that restricts the type of data that can be entered into a field.
Input Mask	A format that controls how data is entered into a field.
Query	A request for data or information from a database table or combination of tables.
SQL (Structured Query Language)	A programming language used to manage and manipulate relational databases.
Form	A user-friendly interface for entering and viewing data in a database.
Report	A formatted and organized presentation of data extracted from a database.
Data Type	Specifies the kind of data a field can hold (e.g., text, number, date).
Data Dictionary	A document that describes the structure, fields, and rules of a database.
Parameter Query	A query that prompts the user to enter criteria before running.
Test Plan	A document outlining how a database system will be tested to ensure it works correctly.

Unit 3 – Using Social Media in Business

Key Term	Definition
Social Media	Online platforms that allow users to create and share content or participate in social networking (e.g., Facebook, Instagram, Twitter).
Brand	The identity of a business, including its name, logo, color scheme, and reputation.
Demographics	Statistical data about a population, such as age, gender, income, and education, used to target marketing.
Target Audience	A specific group of people a business aims its products or services at.
Social Media Profile	A business's public-facing page on a social media platform, containing information like location, services, and contact details.
Engagement	The interaction between users and content, such as likes, comments, shares, and follows.
SEO (Search Engine Optimisation)	Techniques used to improve a website's visibility in search engine results.
Direct Advertising	Promotional content that explicitly encourages users to buy a product or service.
Indirect Advertising	Subtle promotion through content like blogs, sponsorships, or influencer posts.
Analytics	The process of collecting and analyzing data to evaluate the performance of social media campaigns.
Facebook Insights	A tool that provides data on how users interact with a business Facebook page.
Influencer	A person with a large following on social media who can influence the opinions and purchasing decisions of others.
Campaign	A coordinated series of posts and activities aimed at achieving a specific business goal.
Hashtag	A word or phrase preceded by a hash symbol (#) used to categorize content and increase discoverability.
Platform	A specific social media service (e.g., LinkedIn, TikTok, YouTube).

Unit 6 – Website Development

Key Term	Definition
HTML (Hypertext Markup Language)	The standard language used to create and structure content on the web.
CSS (Cascading Style Sheets)	A language used to describe the presentation (layout, colors, fonts) of a web page.
JavaScript	A scripting language used to create dynamic and interactive effects on websites.
Client-Side Scripting	Code that runs in the user's browser rather than on the server, typically using JavaScript.
Web Browser	Software used to access and view websites (e.g., Chrome, Firefox, Safari).
Web Hosting	A service that stores website files and makes them accessible on the internet.
Domain Name	The address used to access a website (e.g., www.example.com).
Wireframe	A basic visual guide used to suggest the layout and structure of a web page.
Navigation	The system that allows users to move through a website (e.g., menus, links).
Usability	How easy and efficient it is for users to interact with a website.
Accessibility	Designing websites so they can be used by people with disabilities.
SEO (Search Engine Optimization)	Techniques used to improve a website's visibility in search engine results.
Testing	The process of checking a website for errors, bugs, and usability issues.
Optimization	Improving website performance, such as loading speed and responsiveness.
Navigation Bar	A user interface element that contains links to other sections of the website.
Hyperlink	A clickable element that directs users to another page or resource.
Multimedia	The use of images, audio, video, and animations to enhance a website.
Alt Text	Descriptive text for images, used for accessibility and SEO.
FTP (File Transfer Protocol)	A method for transferring files from a local computer to a web server.
Template	A pre-designed webpage layout used to create consistent website pages.

