

BCS Level 2 Certificate in IT Application Skills Curriculum Guide

Year 10

What will my son learn?

Autumn term

- Word Processing

Spring Term

- Presentation Software

Summer Term

- Spreadsheet Software

How will my son be assessed?

All units within this qualification are tested via online computer based tests.

The BCS ECDL IT Application Skills is a graded qualification. The grading structure provided is Pass > Merit > Distinction > Distinction*

- Autumn – IT User Word Processing Software Level 2 module exam
- Spring – IT User Presentation Software Level 2 module exam
- Summer – IT User Spreadsheet Software Level 2 module exam

How can I support my son with BTEC ICT?

Your son will be required to practice MS Office software skills taught in lesson.

- You can help by encouraging your son to complete all practice assignment set.

