

BCS Level 3 Certificate in IT User Skills (ECDL Advanced)

Curriculum Guide

Year 12

What will my son learn?		
<p>Autumn term</p> <ul style="list-style-type: none"> • Word Processing • Examines the advanced features of word processing applications enabling learners to enhance their work, improve productivity and save time. 	<p>Spring Term</p> <ul style="list-style-type: none"> • Presentation Software • A vital unit for learners who want to use advanced features to create high-impact presentations, and demonstrate expert presentation skills. 	<p>Summer Term</p> <ul style="list-style-type: none"> • Spreadsheet Software • Helps the learner develop their spreadsheet skills to expert level and realise the full potential of the spreadsheet application to produce higher-quality management information.

How will my son be assessed?
<p>All units within this qualification are tested via an online computer based test. The BCS ECDL IT Application Skills is a graded qualification. The grading structure provided is Pass > Merit > Distinction > Distinction*</p> <ul style="list-style-type: none"> • Autumn – IT User Word Processing Software Level 3 module exam • Spring – IT User Presentation Software Level 3 module exam • Summer – IT User Spreadsheet Software Level 3 module exam

How can I support my son with BTEC ICT?
<p>Your son will be required to practice MS Office software skills taught in lesson.</p> <ul style="list-style-type: none"> • You can help by encouraging your son to complete all practice assignment set.

