



COURSE OUTLINE

Subject: BCS Level 2 ECDL Certificate in IT Application Skills

ALL UNITS ARE MANDATORY	
Term	Main Assessment task
Autumn 1/2 - WORD PROCESSING SOFTWARE	
<ol style="list-style-type: none"> 1. Enter and combine text and other information accurately within word processing documents 2. Create and modify layout and structures for word processing documents 3. Use word processing software tools to format and present documents effectively to meet requirements 	<ul style="list-style-type: none"> • In class practice exam style assessment • External assessment to be done in 45 minutes (practical)
Autumn 2/ Spring 1- SPREADSHEET SOFTWARE	
<ol style="list-style-type: none"> 1. Use a spread sheet to enter, edit and organise numerical and other data 2. Select and use appropriate formulas and data analysis tools to meet requirements 3. Select and use tools and techniques to present and format spread sheet information 	<ul style="list-style-type: none"> • Major individual presentation demonstrating the use of spread sheet • External assessment to be done in 45 minutes (practical)
Spring 1/ Summer 1 - PRESENTATION SOFTWARE	
<ol style="list-style-type: none"> 1. Input and combine text and other information within presentation slides 2. Use presentation software tools to structure, edit and format slide sequences 3. Prepare slideshow for presentation 	<ul style="list-style-type: none"> • In class practice exam style multiple choice assessment • External assessment to be done in 45 minutes (theory and practical)
Summer 1/ Summer 2 - IMPROVING PRODUCTIVITY USING IT	
<ol style="list-style-type: none"> 1. Input and combine text and other information within presentation slides 2. Review and adapt the on-going use of IT tools and systems to make sure that activities are successful 3. Develop and test solutions to improve the on-going use of IT tools and systems 	<ul style="list-style-type: none"> • In class practice exam style multiple choice assessment • External assessment to be done in 60 minutes (theory/practical)
Summer 2	
RECAP of all four (4) units for examination	EXAMINATION PERIOD



Course Description for BCS Level 2 ECDL Certificate in IT Application Skills

Description

This qualification is designed for young people who are looking to gain knowledge and skills of IT software applications to progress their learning in IT, or any subject where basic IT skills are required. This qualification covers core IT applications commonly used in many organisations around the world

The BCS Level 2 ECDL Certificate in IT Application Skills qualification consists of four mandatory units at Level 2:

- Word Processing Software
- Spread sheet Software
- Presentation Software
- Improving Productivity using IT

The learner must pass all four mandatory units to be awarded this qualification. The Certificate takes 120 guided learning hours to deliver and units are graded Pass, Merit, Distinction and Distinction*

Assessment

The structure of the assessment for this qualification ensures that 100 per cent of this qualification is assessed through four externally set and externally marked examinations using Automated Assessment Systems (also known as e-assessment). In total, learners will undertake 3 hours 15 minutes of external assessment. Learners who do not pass all four unit assessments will not achieve the qualification. Unit assessments are marked as pass or fail.

The pass marks for each unit are shown in the following table:

Unit title	Unit code	Duration	Pass mark
Word Processing	R/502/4628	45 minutes	75%
Spreadsheet Software	F/502/4625	45 minutes	75%
Presentation Software	M/502/4622	45 minutes	75%
Improving Productivity using IT	J/502/4156	60 minutes	55%

Out of class learning including home-learning

The content of this course has a combination of theoretical and practical components. As such the resources that are provided for students should be utilized outside of the designated class time. Students are also encouraged to use free periods to do practice questions in the computer lab, when available.

How parents can help

They can help in the following ways:

- Familiarizing your-self with the content of the course. This can be done by using the specification provided or by visiting the BCS website. <https://www.bcs.org/upload/pdf/it-application-skills-specification.pdf>
- Going through past paper questions with your child
- Engaging your child in conversations relating to the course, allow them to see how it is applied in “the real world”.
- Going through work/ assignments that were marked and corrected by the teacher.