

Level 2 ECDL Award in IT Application Skills

Subject Leader: Dan Gill

Exam Board: BCS (QAN 600/6943/0)

Course Overview:

The qualification is aimed at students with limited knowledge of the most popular IT Applications. This qualification develops the student's skills in the following areas:

- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Improving Productivity using IT

What will you study?

Word Processing Software

Develops the learner's ability to create word-processed documents: entering text, editing and formatting work, using graphs, tables and pictures for a professional finish, and effectively using tools such as the spell-checker and mail merge.

Spreadsheet Software

Helps the learner develop a working knowledge of spreadsheets, from entering data and formatting worksheets, to creating charts and producing high-quality documents

Presentation Software

Shows the learner how to produce high-quality presentations using a variety of tools including charts, graphs and drawn objects

Improving Productivity using IT

Enables the learner to work more effectively with IT. This unit looks at using tools to save time and effort when producing word processed documents, presentations and spreadsheets

Why study it?

The skills developed by a student taking this qualification can be used in further studies such as Apprenticeships – across a number of different subject areas. As IT has become an integral part of learning the ability to create professional documents, manipulate data and deliver high quality presentations is a vital skill that can be used in further learning and work placements..

What does the subject combine well with?

The skills gained in this qualification can be used cross-curricular to help students use IT Applications in other subject areas. These include but are not limited to:

- Maths
- English
- Biology
- History

For further information on this qualification, including the product specification, please visit:
<http://www.bcs.org/content/ConWebDoc/50843>

