

### Faculty Introduction:

Business and ICT is a lively faculty teaching all students in Key Stages 3 and 4 and large groups in the Sixth Form. Within ICT lessons across all Key Stages, students are given the opportunity to learn Computer Science skills and knowledge to help them in the future. This is a developing area with ambitions and opportunities to develop and practice real life skills used in the world of work.



### Topics/Modules to be covered in the year:

The ECDL is the European-wide IT qualification, administered in the UK by the British Computer Society (BCS), which enables people to demonstrate their competence in computer skills. While requiring no prior knowledge of IT or computer skills, its aims are to:

- raise the level of competency in IT and computer skills
- improve productivity at home and work
- provide an industry recognised qualification

### Assessment:

There are 4 online modules to obtain a Level 2 ITQ Certificate. All modules are completed and marked online.

The following 2 would be completed in Year 10:

- Word Processing
- Spreadsheet Software

### Homework expectations/key deadlines:

Students are expected to complete some online tasks in their own time having internet access at school or home.

### Enrichment activities/revision sessions:

Wednesday and Thursday – Period 5

### Useful websites for revision/revision guides/exam boards:

<http://www.bcsgeini.com/bcsadmin/login/index.php>