ICT LVL1 Essentials (Year 9-11)

Useful websites: http://www.bcs.org/category/14424

Half term 1	Half term 2	Half term 3	Half term 4	Half term 5	Half term 6
Internet Security -System Performance Security -Information Security -Technology Security	**Internet Security** -Guidelines and Procedures -Data Security	**Using Email and the Internet** -Web browsing concepts -Web Browsing -Web Based Information -Communication Concept	**Using Email and the Internet** -Data Security -Using Email	**IT User Fundamentals** -Introduction to Computers -Hardware -Software and Types of Computers -Using Windows	**IT User Fundamentals** -Desktop Settings and Help -Organizing Files -Managing and Printing Files
Assessment: Diagnostic Test 1 -BCS Test. Contains 52 questions for Internet and Performance Security.	Diagnostic Test 2 -BCS Test. Contains 52 questions for Internet and Data Security. -Early entry tests for students who have finished Internet Security Module.	Diagnostic Test 3 -BCS Test. Contains 52 questions Web Concepts and Information Communication.	Diagnostic Test 4 -BCS Test. Contains 52 questions for Data Security and Email. -Early entry tests for students who have finished Using Email and the Internet Module.	Diagnostic Test 5 -BCS Test. Contains 52 questions for Hardware, Software and Types of Computers. -Early entry tests for students who have finished IT User Fundamentals Module.	Final Test for LVL1 Qualification -BCS Test. Contains 52 questions for Desktop Settings, Managing and Printing Files.

ICT LVL2 MS Office (Year 10-6th Form)

Useful websites: http://www.bcs.org/category/14424

Half term 1	Half term 2	Half term 3	Half term 4	Half term 5	Half term 6
Microsoft Word Part 1 -Word Processing -Texts, Paragraphs and formatting	**Microsoft Word Part 2** -Styles, Table Creation and Graphical Objects -Mail Merge, Check and Print	**Microsoft Power Point** -Working with Presentations, Enhancing Productivity -Slides, Presentation Views -Lists, Tables and Formatting -Organization Charts -Drawing	**Microsoft Excel Part 1** -Working with Spreadsheets, Enhancing Productivity -Editing Cells, Rows and Columns -Worksheets and Arithmetic Formulas	**Microsoft Excel Part 2** -Formulas and Functions. Numbers and Dates -Alignment, Borders and Effects -Charts, Check and Print	**Improving Productivity with ICT** -Plan, Select and Use Appropriate IT Systems and Software for various Purposes

Assessment: Diagnostic Test 1 -BCS Test. Contains 52 questions for Microsoft Word.	Diagnostic Test 2 -BCS Test. Contains 52 questions for Microsoft Word. -Early entry tests for students who have finished Microsoft Word Module.	Diagnostic Test 3 -BCS Test. Contains 52 questions for Microsoft PowerPoint. -Early entry tests for students who have finished Microsoft PowerPoint Module.	Diagnostic Test 4 -BCS Test. Contains 52 questions for Microsoft Excel.	Diagnostic Test 5 -BCS Test. Contains 52 questions for Microsoft Excel. -Early entry tests for students who have finished Microsoft Excel Module.	Final Test for LVL2 Qualification -BCS Test. Contains 52 questions for Improving Productivity with ICT. -Tests for students who have finished Microsoft Improving Productivity with ICT Module.

ICT LVL3 MS Office (Year 11-6th Form)

Useful websites: http://www.bcs.org/category/14424

Half term 1	Half term 2	Half term 3	Half term 4	Half term 5	Half term 6
Microsoft Word Adv. Part 1 -Formatting Texts, Styles, Columns and Tables -Captions, Footnotes and Endnotes -Bookmarks and Cross-References -Using Fields, Forms and Templates -	**Microsoft Word Adv. Part 2** -Linking, Embedding and Automation -Tracking and Reviewing, Master Documents -Security -Sections and Document Setup	**Microsoft Power Point Adv.** -Audience and Environment -Design, Content and Layout -Slide Masters and Templates -Formatting Drawn Objects, Images and Text. -Handling Graphical Objects, Using Charts -Importing, Exporting and Slide Show Settings	**Microsoft Excel Adv. Part 1** -Formatting Cells and Worksheets -Using Functions and Formulas -Creating and Formatting Charts -Using Tables, Sorting and Filtering	**Microsoft Excel Adv. Part 2** -Validating and Auditing -Naming Cells, Paste Special -Templates, Linking, Embedding and Importing -Tracking and Reviewing, Automation	**Improving Productivity with ICT Adv.** - Plan, Select and Use Appropriate IT Systems and Software for various Purposes
Assessment: Diagnostic Test 1 -BCS Test. Contains 52 questions for Microsoft Word Adv.	Diagnostic Test 2 -BCS Test. Contains 52 questions for Microsoft Word Adv. -Early entry tests for students who have finished Microsoft Word Adv. Module.	Diagnostic Test 3 -BCS Test. Contains 52 questions for Microsoft Word Adv. -Early entry tests for students who have finished Microsoft PowerPoint Adv. Module.	Diagnostic Test 4 -BCS Test. Contains 52 questions for Microsoft Excel Adv. .	Diagnostic Test 5 -BCS Test. Contains 52 questions for Microsoft Excel Adv. . -Early entry tests for students who have finished Microsoft Excel Adv. Module.	Final Test for LVL3 Qualification -BCS Test. Contains 52 questions for Improving Productivity with ICT Adv. -Tests for students who have finished Microsoft Improving Productivity with ICT Adv. Module.