

# BTEC First Certificate/Diploma for IT Practitioners

Edexcel: One Year Course: NVQ Level 2  
Head of ICT Department – Hannah Robertson

You should do this course  
if.....

You are aiming to gain business office skills. It introduces you to the employment area you have chosen and provides a good basis to go on to more advanced work-related qualifications.

You enjoy the prospect of developing coursework portfolios that fully identify your acquired ICT skills and you have a passion for finding things out about computers and what they can do.

**Skills you will develop on this  
course**

Using ICT to present Information

Building a web-site;

Building a database;

Using graphics in ICT;

Problem solving skills;

Portfolio building skills.

Topics studied

## Core Units

- Using ICT to present Information.
- Introduction to Computer Systems

## Specialist Units

- Developing a Web-site
- ICT in Organisations & Business
- Developing a database
- Developing a spreadsheet
- Using graphics in ICT

Certificate - 2 specialist units

Dipolma - 5 specialist units

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## How will you learn?

Highlighting handouts; taking notes from presentations, textbooks and video; group research and presentations;

Library and Internet research; discussion; debate; reading Computing/ICT magazines; exercises / questions set by your teacher; re-reading notes taken in class.

Development of problem solving challenges designed specifically to build confidence and learning skills.

## Where does the course lead?

Passing this Diploma, the equivalent of 4 GCSEs, with a Merit or higher, will fully prepare the student for study at A Level or entry-level employment in IT.

Passing this Certificate, the equivalent of 2 GCSEs will fully prepare the student for study at A Level or entry-level employment in IT.

## Assessment and Exams

Assessment for all units is by assignments and coursework and you will need to add to the information supplied by your subject tutor through research skills.

All coursework is internally assessed. There are no external exams.

## Entry Requirements

4 C - D's at GCSE or equivalent including Maths and English