Faculty of Business IT and Computing Science

S3 Admin and IT

Experiences and outcomes — fourth curriculum level

<u>ICT to enhance learning</u>

I can approach familiar and new situations with confidence when selecting and using appropriate software to solve increasingly complex problems or issues.

TCH 4-03a

I can use ICT effectively in different learning contexts across the curriculum to access, select and present relevant information in a range of tasks.

TCH 4-03b

Throughout my learning, I can make effective use of a computer system to process and organise information.

TCH 4-04a

<u>Business contexts for developing technological skills and knowledge</u>

By discussing the business, environmental, ethical and social implications of computer technology, I can begin to gain an understanding of the need for sustainability and accessibility.

TCH 4-05a

To facilitate the transfer of skills between classroom and the world of work, I can select and use specialist equipment and appropriate software to develop administrative and management skills.

TCH 4-06a

Whilst working in a simulated or real workplace, I can select and use appropriate software to carry out a range of tasks which support business and entrepreneurial activities.

TCH 4-07a

Whilst working in a simulated or real workplace, I can examine my work environment, considering office layout, ergonomic factors, and health and safety legislation.

TCH 4-07b