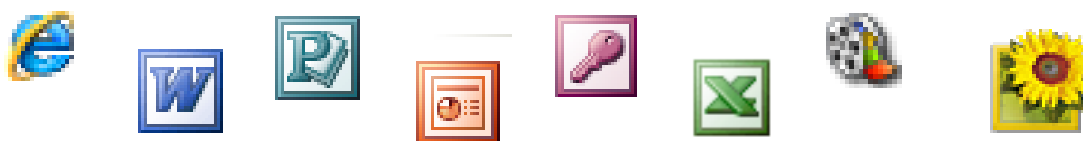# BUSINESS & COMPUTING TECHNOLOGIES
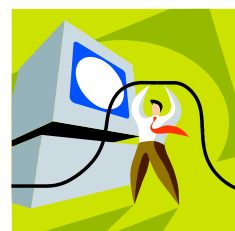
COURSE CONTENT – What will I learn?

In elective Business and Computing Technologies you will overtake many Level 3 and Level 4 Experiences and Outcomes from the 'Technologies' and 'Social Studies' curriculum areas.

Within the Digital Literacy theme (Technologies area) you will explore and use features of business software programmes including Web Browsers, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Access Database, Excel Spreadsheets, Windows Moviemaker, Web Authoring and Photoshop Elements.   Other more specialist software may be explored subject to availability of resources.

You will apply your ICT skills within realistic business contexts and in doing so will develop administrative, managerial and entrepreneurial skills which are relevant to successful business activity. You will explore and use data handling software to search, sort, calculate, interpret, retrieve and display business information. You will select and use a range of media to present and communicate business information effectively. You will review the health and wellbeing aspects of the workplace eg health and safety. You will learn how to use computing technologies to interact in a secure on-line environment and will consider software security issues. You will develop knowledge of computer systems and emerging technologies to understand their features and consider their suitability for the world of work. You will experience opportunities to learn basic principles of computer programming languages.

You will also overtake Experiences and Outcomes from within Business Contexts and Computing Science Contexts for Developing Technological Skills and Knowledge (Technologies area), and Business & Economy (Social Studies area).

The Business & Economy theme (Social Studies area) will introduce you to the purposes and features of organisations in the private, public and third sectors. You will explore the skills and qualities required of successful entrepreneurs and discover how organisations start up. You will investigate how activities in the Marketing, Operations, Human Resources and Finance departments can contribute to the success of an organisation. You will learn about the challenges presented by the external business environment and the ways in which organisations must respond in order to remain competitive and survive in a global market place.
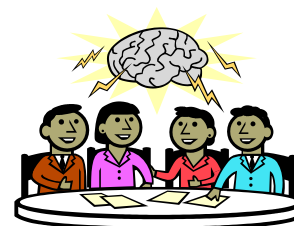
By the end of the elective course you will have developed a range of employability skills which are relevant to a modern work environment. You will be prepared to progress to SQA courses of study in Business Management, Administration & IT and/or Computing Science in S4-6 (N3, N4, N5 and Higher Grade).

TEACHING METHODS – What will I do?

The course is practical and theoretical in nature. You will spend much of your time carrying out computer-based research and active learning activities. Other teaching methods will include:

- Class discussions
- Written assignments
- Group / paired activities
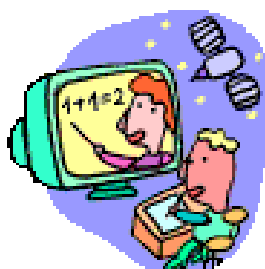- Preparing and delivering presentations (individual/group)

ASSESSMENT AND HOMEWORK

You will have opportunities to demonstrate your developing skills and knowledge in a variety of ways. These will include skills profiling where you will gather a portfolio of evidence in relation to your ICT skills. There will also be some more traditional written assessments, as well as verbal and visual presentations on an individual or group basis.

The business and technological environment is all around us and so you will be continually reinforcing your learning through your day-to-day experiences and exposure to business news features on TV, the Internet, radio and in newspapers. You will be encouraged to apply your ICT skills in other subjects and out with school.

Homework activities will include short research tasks using paper or web-based sources of information. You will be able to present your findings in both written and electronic formats. You will be expected to undertake written assignments which are designed to consolidate and extend your classroom learning. Students without regular access to ICT out of school will be able to make use of department computers at lunchtimes or after school.

COSTS

There are no costs however you will be expected to take care of any resources that are issued for use out with the classroom. If these become lost or damaged you may be charged the replacement cost.