

SUBJECT NAME BUSINESS & ICT AT NATIONAL 3 OR NATIONAL 2 AWARD RECEIVED N3/N2 UNITS – SEE BELOW

This course aims to develop ICT skills as part of a wider package of skills for learning, life and work. ICT skills will be developed within relevant business contexts. The course aims to certificate students for units drawn from N3 Admin & IT, N3 Business, N2 Information & Communications Technology and/or N2 Business in Practice courses. Students may complete a full course award or secure a portfolio of unit passes.



ENTRY LEVEL – What do I need to do it?

Students should be interested in improving their ICT skills. The course is being developed for students for whom a bespoke provision at National 3 or National 2 will create a learning environment in which they are most likely to succeed.

COURSE CONTENT – What will I learn?

Students will develop ICT skills in software packages used by business organisations and colleges. The initial focus will be on communication packages - Word Processing, Desk Top Publishing, PowerPoint, E-mail and Internet Browsing - but may cover Spreadsheet and Database software. The contexts will be relevant to the work of organisations in the private sector (small businesses and charities) and public sector. Students' employability skills will be enhanced by developing their team-working skills and enterprising attitudes.



TEACHING METHODS – What will I do?

- Individual practical ICT skills development
- Class discussions
- Group work and presentations



ASSESSMENT – UNITS MAY BE DRAWN FROM:

- N3 Admin & IT – may include: Communication in Admin; Information Technology Solutions for Administrators; Admin in Action.
- N3 Business – may include: Business in Action; Influences on Business.
- N2 Information & Communications Technology – may include: ICT Applications; Communication; Multimedia Applications; Internet Applications; Digital Images.
- N2 Business in Practice – may include: Using ICT in Business; Taking Part in a Business Enterprise; Customer Care.

PROGRESSION IN THE SENIOR PHASE

Success in the N3/2 units or courses may allow progression to further units of study at N2 and N3 or to a course award at N3 or N4 at a later point in the senior phase.