

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

The course aims to certificate students for units 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. The course will place emphasis on developing digital literacy skills.

**Entry Requirements**

Students should be interested in improving their ICT skills, business awareness and employability skills. The course has been developed to allow a bespoke provision at N3 or N2 in order to create a learning environment in which students are most likely to succeed.

**Course Content – What will I learn?**

The N3/2 course operates on a 2-year cycle – alternating between working towards the Administration & IT award and the Business/Business in Practice award. Many students gain both these awards over the 2 years, along with a Digital Literacy award at N3.

Students will develop ICT skills in software such as Word Processing, Desk Top Publishing, PowerPoint, E-mail, Internet Browsing, Spreadsheets and Databases. Learning contexts will be relevant to the work of small businesses, charities and public sector organisations. 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 – Communication in Admin; Information Technology Solutions for Administrators; Admin in Action.
- N3 Business – Business in Action; Influences on Business.
- N2 Information & Communications Technology – ICT Applications; Communication; Multimedia Applications; Internet Applications; Digital Images.
- N2 Business in Practice – Using ICT in Business; Taking Part in a Business Enterprise; Customer Care.

### **Progression Routes**

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.