# BUSINESS & COMPUTING TECHNOLOGIES

Course Content – What Will I Learn?

In elective Business and Computing Technologies, you will work towards level 3 and level 4 benchmarks from the 'Technologies' and 'Social Studies' curriculum areas.

Within the **Digital Literacy** theme (*Technologies*) you will explore and use features of software packages including Web Browsers, Outlook, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Access Database, Excel Spreadsheets, HTML (Web Design) and Coding (Python).

Within **Technological Developments in Society and Business** and **Computing Science** themes (*Technologies*) you will apply digital literacy skills within business contexts, developing key employability skills such as time and task management, team working and problem solving. You will use data handling software to search, sort, calculate, interpret, retrieve and display information. You will use multi-media software to present and communicate information effectively.
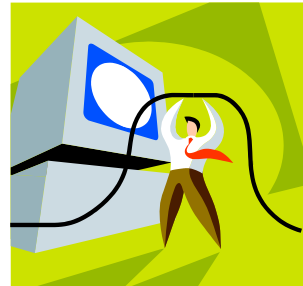
You will apply health and wellbeing aspects of the workplace eg how to interact in a secure on-line environment and how to preserve your health and well-being as an IT user. You will develop knowledge of IT systems to understand their features and consider their suitability for the world of work. You will experience opportunities to learn key principles of computer coding languages using block editors, Python software and HTML.

The **Economy and Business** theme (*Social Studies*) 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 learn how organisations can operate ethically. You will investigate how activities in key business functions such as marketing, people-management and finance can contribute to the success of an organisation.

By the end of the elective course you will have developed 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. The course is delivered through the Microsoft Teams digital platform. 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 knowledge and skills via a variety of assessment approaches. These will include gathering 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.

Business and technology is all-around us and so you can 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.
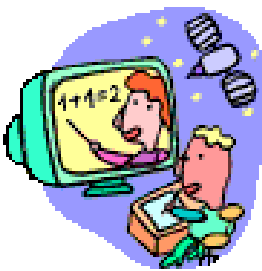
Homework activities may include short research tasks using paper or web-based sources of information.

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.