SUBJECT - BUSINESS & ICT AT NATIONAL 3 OR NATIONAL 2

AWARD RECEIVED   N3/N2 UNITS/COURSE AWARD(S)

The course aims to certificate students for units from one or more of the following courses: N3 Admin & IT, N3 Business, N3 Digital Literacy, N2 Information & Communications Technology and/or N2 Business in Practice. Students will complete one or more full course awards in one academic session, and may build up a portfolio of unit passes and course awards over two academic sessions. 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 to create a nurturing learning environment in which learners are most likely to succeed.

Course Content – what will I learn?

The course can operate on a 2-year cycle – working towards the N2 ICT/N3 Admin & IT awards and/or the N2 Business in Practice/N3 Business awards, incorporating N3 Digital Literacy as a concurrent award. The curriculum offer will depend on the composition, learning needs and prior learning of the class members.

Students will develop ICT skills in software such as Word Processing, Desk Top Publishing, PowerPoint, E-mail, Internet Browsing, Spreadsheets, Databases and Coding. 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
- Group work and presentations

Assessment – Units/Course Awards:

- <u>N3 Admin & IT</u> – Communication in Admin; Information Technology Solutions for Administrators; Admin in Action.

- <u>N3 Business</u> – Business in Action; Influences on Business.

- <u>N3 Digital Literacy</u> – Computer Basics; Digital Skills; Computer Applications.

- <u>N2 Information & Communications Technology</u> – ICT Applications; Communication; Multimedia Applications; Internet Applications; Digital Images.

- <u>N2 Business in Practice</u> –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 N4 in Administration & IT, Business Management or Computing Science at a later stage in the senior phase.