

SUBJECT NAME - Business with IT



AWARD RECEIVED – national Progression Award (NPA)

Entry Requirements – Must meets one of the standards below:

- N5 award in Admin & IT at grades C or D
- N5 award in Business Management at grades C or D
- Students wishing to crash this course in S5 should have a N5 passes in English and another Social Subject

Course Content – What will I learn?

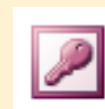
Building on skills and knowledge from both or either N5 Admin & IT course and N5 Business Management, you will develop advanced ICT user skills in software packages used by businesses, in colleges and universities.

Understanding Business - looks at types of business organisation in the private, public and third sector in the UK as well as those operating as multinational companies. It also explores business objectives; entrepreneurial roles; internal and external business growth; stakeholders.

Management of Marketing & Operations - This unit examines Marketing Management including market research, the extended marketing mix and differentiated marketing. Operations Management explores inventory management, production methods and quality management.

IT Solutions for Administrators – a computer-based unit requiring the use of complex functions of spreadsheets, databases and word processing software to find solutions to business problems.

Communication in Administration – requiring the communication of complex and sensitive information by selecting appropriate communication methods, understanding barriers to communication, and ensuring security and confidentiality of information.



Teaching Methods – What will I do?

You will spend much of your time on ICT activities using a PC. You will have the chance to work on individual, paired and group activities e.g presentations and discussions. You will use paper, electronic and Internet-based course materials. You will be encouraged to self-evaluate and make personal action plans to take your learning forward.

Assessment

You will have to pass an assessment for each of the four units. These assessments will be a mixture of theory based and practical assessments depending on the unit.

There is NO external exam for this course

Homework

You will be expected to complete written homework assignments for each unit. These can be hand-written or prepared using ICT.

Progression

- A pass in this course would lead to Higher Admin & IT
- A pass in this course would lead to Higher Business Management