

NPA Business with IT

ENHANCED CURRICULUM

Level 5



Content

The course consists of 4 units of study:

- Understanding Business
- Management of Marketing and Operations
- IT Solutions for Administrators
- Communications in Administration



Skills

Learners will develop skills in:

- Entrepreneurship
- Research
- Working with others
- Communications
- IT using Microsoft Office
- Customer service
- Problem solving
- Working to deadlines



Assessment

- Pupils must pass a number of outcomes for each unit to successfully pass the course.
- These are done using a mixture of theory and practical tasks.
- Assessments are undertaken in class time and marked internally.



Exam

- There is no final exam for this subject



Progression

Upon successful completion of the course, learners may progress to:

- Higher Business Management and/or Administration and IT
- Foundation Apprenticeship in Business Skills
- NQ Business, Administration and IT
- Employment in Administration or Business settings