

# IT Practitioners (IT and Business)

## BTEC National Certificate

### Edexcel

#### Structure & Specification

Twelve units of equal standard taken over two years. The final qualification is equivalent to two A Levels. After the first year of the course you will have the equivalent of one A Level.

#### Syllabus details

BTEC/Edexcel BN018439

#### What does the course include?

##### Year One

##### Unit 1 - Communication and Employability Skills for IT

– You will learn how to develop relevant skills required in the workplace.

**Unit 2 - Computer Systems** – You will investigate the four main resource areas that are vital to a business: human, physical, technological and financial.

**Unit 31 - Exploring Business Activity** – You will learn about the wide range of Business Activities which exist in the UK and consider the external influences on the owners and stakeholders of Business Organisations. You will explore the process of how the purpose of an organisation is expressed through aims and objectives.

**Unit 33 - Introduction to Marketing** – You will learn about the key tools and techniques used in Marketing. You will also investigate the Marketing Environment.

**Unit 24 – Digital Graphics and Computers**– You will learn how to use Photoshop and Illustrator to create and optimise graphics for commercial use.

**Unit 34 - e-Commerce** – You will learn the effects on society of e-commerce and understand the technologies involved. You will also understand the security issues that regulate it.

##### Year Two

##### Unit 3 - Information Systems

**Unit 35 - Impact of the Use of IT on Business Systems**

**Unit 32 - Investigating Business Resources**

**Unit 6 - Advanced Spreadsheet skills**

**Unit 4 - IT Project**

#### How will I learn?

The course is divided between two teachers, who will each teach six units over the duration of the course. Although there it will be necessary to learn some theory, the emphasis of the course will be practical activities. Class work will take a variety of forms: learning new concepts and applying them through a range of activities, individual paired and group work focussed on different aspects of the course, directed research, reading a range of materials, creating displays. You will be developing your writing both in structured and unstructured formats, learning how to draw information from a wide range of sources and learning how to give presentations.

#### How will my work be assessed?

All Units will be assessed by portfolio assignments.

#### What skills will I need to be successful in this subject?

You will need highly developed organisational skills in order to manage the demands of this course. You need to be able to understand complex theoretical concepts and apply them in given situations. You will need to develop refined research skills and find information that is appropriate in order to investigate and analyse. Writing style is important at this level and you will be expected to structure appropriate responses to complex problems. Finally having a genuine interest in Business and related topics is essential for success.

#### What are the entry requirements?

Five GCSEs at grade C or above. GCSE English and Maths are desirable but not essential.

Students with a Merit at BTEC First Diploma are also well suited to this course.