NPA BUSINESS with IT

COURSE DESCRIPTION

This NPA (National Progression Award) will develop your problem solving and information technology skills. It will enable you to be more confident in the use of software application packages for administrative and business purposes. It will also develop your awareness of issues facing organisations in today's contemporary business society. Learners can study this course at SCQF level 5 or SCAF level 6.

The NPA aims:

- To develop candidates' knowledge and understanding of the role of business in society.
- To develop candidates' knowledge, application and usage of a variety of software packages and (at SCQF level 6) to develop these to an advanced level.
- To provide candidates with the relevant Core Skills for business, administration and technology for employment and further study.
- To prepare candidates for entry into HN Business or HN Administration or other National awards (SCQF level 6 award).

AREAS OF STUDY

UNDERSTANDING BUSINESS

Learners are introduced to the business environment while developing skills, knowledge and understanding of enterprise, and the role of different types of business organisations in society. They also learn about the internal and external environments in which organisations operate, and the role of stakeholders in business.

MANAGEMENT OF MARKETING & OPERATIONS

Learners develop skills, knowledge and understanding of the importance to organisations of having effective marketing systems. They learn about the processes and procedures organisations use to maintain competitiveness, and how marketing can be used to communicate effectively with consumers, maximising customer satisfaction.

Learners develop skills, knowledge and understanding of the importance to organisations of having effective operations systems. They learn about the processes and procedures used to maintain quality through the effective management of suppliers, inventory, and methods of production in an ethical manner.

IT SOLUTIONS FOR ADMINSTRATORS/COMMUNICATION IN ADMINISTRATION

- Word-processing and Desktop publishing
- Spreadsheets
- Databases
- Presentations
- Electronic communication

RECOMMENDED ENTRY

SCQF Level 5
Candidates would normally be expected to have achieved a National 4 in Administration & IT or Business Management.

SCQF Level 6
Candidates would normally be expected to have achieved N5 units or a D/C award at National 5 in Administration & IT or Business Management.

ASSESSMENT

There is no exam for this course. Students must pass outcomes or unit assessments which may be undertaken at the end of each unit, or through holistic or combined assessment across two or more units. Where appropriate, some units are assessed through methods such as an assignment, practical activities, performance, or portfolio evidence.

PROGRESSION

It allows for progression into other business, administration and/or IT related programmes in both the further and higher education sector, as well as providing progression within or into employment.

Pupils who pass the course at level 5 can progress to level 6.

Pupils who pass the course at level 5 or level 6 may progress to Higher Business Management or Higher Administration & IT.

Courses at levels NQ, HNC, HND, Degree , Masters

- Administration
- Administration & IT
- Bachelor of Business Administration
- Business Enterprise
- Business Technology
- Finance
- Hospitality & Tourism Management
- Human Resource Management
- International Business and Modern Languages
- Management Science
- Marketing
- Business Law
- Legal Services
- Business and Financial Services Skills
- Medical Secretary

FUTURE CAREERS

- Medical secretary
- Receptionist
- Secretary
- Administrative officer (courts)
- Administrative Assistant
- Legal secretary
- Medical secretary
- Receptionist
- Personal Assistant
- Housing officer
- Printing Administrator
- Travel Agent
- Local government officer
- Car Rental Agent
- Civil Service Administrative Officer
- Advocate's clerk
- Payroll Administrator
- Court officer
- Hotel receptionist
- Tourist information Centre Assistant