



National Unit Specification: general information

UNIT	Business Information and Information and Communication Technology (ICT)
NUMBER	DV4J 10
COURSE	Business Management (Intermediate 1)

SUMMARY

This Unit enables candidates to describe the importance of information and Information and Communication Technology (ICT) when used in contemporary business organisations. It enables them to describe the ways in which businesses use ICT and the benefits that this can bring to businesses.

This Unit is a mandatory Unit of the Business Management (Intermediate 1) Course and is also available as a free standing Unit.

This Unit is suitable for candidates progressing from Standard Grade Business Management or from Access 3 Business and provides a basis for further study.

OUTCOMES

- 1 Describe the role of Business Information and ICT
- 2 Explain the importance of ICT in running organisations

Administrative Information

Superclass:	AA
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National Unit Specification: general information (cont)

UNIT Business Information and ICT (Intermediate 1)

RECOMMENDED ENTRY

Entry is at the discretion of the Centre. However, candidates will normally be expected to have attained one of the following or equivalent:

Standard Grade Business Management at Foundation level

Access 3 Business Units

and

Standard Grade English at Foundation level

CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF points at SCQF Level 4*)

**SCQF points are used to allocate credit in qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF points at a SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

There is no automatic certification of Core Skills or Core Skill components in this Unit.

National Unit Specification: statement of standards

UNIT Business Information and ICT (Intermediate 1)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Describe the role of Business Information and ICT

Performance criteria

- (a) Demonstrate awareness of different sources of information used by business enterprises
- (b) Describe users of Business Information and ICT
- (c) Define relevant terms
- (d) Use relevant examples in the description.

OUTCOME 2

Explain the importance of ICT in running organisations

Performance criteria

- (a) Describe current uses of ICT and business software in business enterprises
- (b) Describe costs and benefits of ICT.
- (c) Define relevant terms
- (d) Use relevant examples in the description

National Unit Specification: statement of standards (cont)

UNIT Business Information and ICT (Intermediate 1)

EVIDENCE REQUIREMENTS FOR THE UNIT

The contents for this Unit are specified in Appendix 1 — Unit Content.

Evidence is required to demonstrate that candidates have met the requirements of all Outcomes and Performance Criteria.

Candidates are required to demonstrate knowledge and understanding of the Unit content by answering short answer questions drawn from all areas of the Unit content and covering all Outcomes.

Evidence will be produced by candidates completing a number of short answer questions in a closed book assessment. Candidates must attempt this assessment in controlled conditions on a single occasion. The maximum time allowed is 60 minutes.

If re-assessment is required, it should contain a different sample from the range of Unit content.

Achievement can be determined by the use of a cut-off score. The standard to be applied and the breadth of coverage are illustrated in the National Assessment Bank items available for this Unit. If a Centre wishes to design its own assessment for this Unit, it should be of a comparable standard.

National Unit Specification: support notes

UNIT Business Information and ICT (Intermediate 1)

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON CONTENT AND CONTEXT FOR THIS UNIT

This Unit is one of three mandatory Units in the Intermediate 1 Business Management Course. It deals with Business Information and ICT. The Unit covers types and sources of information and its uses in business. The uses of ICT and business software are also covered.

The extent of the knowledge required for each Outcome of the Unit is detailed in Appendix 1 — Unit Content.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The Unit should be approached holistically so that candidates appreciate the relationship between the two Outcomes.

There are many opportunities in this Unit to make use of active learning methods. Candidates may, for example, be able to access software used in business so that they can see for themselves the situations in which it could be used and who might make use of it. There are also opportunities to gather information, for instance from local businesses and websites.

There are close links with the other two Units in the Intermediate 1 course. Candidates are likely to benefit if these links are made explicit during the teaching and learning process for this Unit.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Short answer questions are the most likely method of assessment for this Unit but they could be supplemented for example by completion grids, and related to appropriate stimulus material.

CANDIDATES WITH ADDITIONAL SUPPORT NEEDS

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (SQA, 2004).

National Unit Specification: statement of standards (cont)

UNIT Business Information and ICT (Intermediate 1)

Appendix 1 — Unit Content

NB: This Appendix is within the statement of standards, ie the mandatory requirements of the Unit.

Outcome 1

Sources of information	Internal, external, primary, secondary
Types of information	Written, oral, pictorial, graphical, numerical
Uses of information in business	Monitoring and control, for example, measuring costs and expenditure, measuring profit and turnover, keeping sales records, checking on absence and sickness
Users of information	Management, owners, creditors, employees, citizens

Outcome 2

Uses of ICT	Provision of information, maintenance of records, communications
Benefits and costs of ICT	Speed, flexibility, financial, training
Business software	Use of word processing, for example, prepare letters. Use of spreadsheets, for example, small and simple cash budget. Use of databases, for example, short list of customers. Use of presentation software, for example, when providing staff training