Proposed Framework National Certificate Business level 5

Mandatory Units

4 Code	2 Code	Unit title	Credit value	
			SQA	SCQF
D0WO	11	Recording of Cash Data	1	6
F1FB	11	PC Passport : IT Software –Spreadsheet & Database	1	6
F1FC	11	PC Passport : IT Software – Word Processing & Presenting	1	6
D01B	11	Communications	1	6
D36N	11	Enterprise	1	6
Revised	11	Marketing : Basic Principles	1	6
New Unit	11	Customer Care	1	6
New Unit	11	Economics	1	6

Optional Units

4 Code	2 Code	Unit title	Credit value	
			SQA	SCQF
D0W1	11	Recording of Credit Data	1	6
D0W2	11	Recording of Data in Ledger	1	6
ECOM	11	Preparing Final Accounts	1	6
DM3T	11	Presenting and Communicating Information	1	6
DM3R	11	Information Technology for Administrators	1	6
New Unit	11	Law	1	6
New Unit	11	Personal Enterprise Skills	1	6
D01C	11	Numeracy	1	6
D36H	11	Work Experience	1	6
F1FD 11	11	PC Passport: Internet and On-line Communications	1	6
F1FA 11	11	PC Passport: IT Systems	0.5	6
New Unit	12	Financial Accounting	1	6
New Unit	12	Management Accounting	1	6
New Unit	12	Financial Services	1	6
DM4W	12	Microeconomics	1	6
DM4X	12	The UK Economy	1	6
DM4Y	12	The International Economy	1	6
DM3V	12	Information Technology for Management	1	6
D0XV	12	Marketing Mix	1	6
D0XS	12	Marketing Research Practice	1	6
DV4G	12	Business Enterprise	1	6
DV4K	12	Business Decision Areas: Marketing and Operations	1	6
DV4L	12	Business Decision Areas: Finance and Human Resource Management	1	6
X234	12	External Examination for Higher Business Management	1	6

New Unit	12	Event Organisation	1	6
D36H	12	Work Experience	1	6
F1FF 12	12	PC Passport: Working with Internet and Online Communication	1	6
F1FE 12	12	PC Passport: Working with IT Software – Word Processing and Presenting Information	1	6
F1FJ 12	12	PC Passport: Working with IT Software – Spreadsheets and Databases	1	6
F1FG 12	12	PC Passport: Working with Artwork and Imaging	0.5	6
F1FH 12	12	PC Passport: Working with IT Security for Users	0.5	6