



National 2  
Course  
Specification



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# National 2 Information and Communications Technology Course Specification (C741 72)

**Valid from August 2013**

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Please refer to the note of changes at the end of this Course Specification for details of changes from previous version (where applicable).

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## Course outline

**Course title:** National 2 Information and Communications Technology

**SCQF:** level 2 (18 SCQF credit points)

**Course code:** C741 72

### Mandatory Units

**H20T72 ICT Applications (National 2) 6 SCQF credit points**

### Optional Units

**H20W 72 Communications Applications (National 2) 6 SCQF credit points**

**H20X 72 Internet Applications (National 2) 6 SCQF credit points**

**H210 72 Multimedia Applications (National 2) 6 SCQF credit points**

**H211 72 Working with Digital Images (National 2) 6 SCQF credit points**

The Course comprises **one** mandatory and **two** optional Units from the list above.

## Recommended entry

Entry to this Course is at the discretion of the centre. However, relevant experiences and outcomes may also provide an appropriate basis for doing this Course.

## Progression

This Course or its Units may provide progression to:

- ◆ other qualifications in computing or related areas
- ◆ further study, employment and/or training

## Equality and inclusion

This Course Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information, please refer to the *Course Support Notes*.

## **Rationale**

All new and revised National Courses reflect Curriculum for Excellence values, purposes and principles. They offer flexibility, provide more time for learning, more focus on skills and applying learning, and scope for personalisation and choice.

In this Course, and its component Units, there will be an emphasis on skills development and the application of those skills. Assessment approaches will be proportionate, fit for purpose and will promote best practice, enabling learners to achieve the highest standards they can.

This Course provides learners with opportunities to continue to acquire and develop the attributes and capabilities of the four capacities as well as skills for learning, skills for life and skills for work.

All Courses provide opportunities for learners to develop breadth, challenge and application, but the focus and balance of the assessment will be appropriate for the subject area.

## **Relationship between the Course and Curriculum for Excellence values, purposes and principles**

The National 2 Information and Communications Technology Course builds on the principles and practice and experiences and outcomes of technologies. This curriculum area relates to contexts that provide learners with opportunities for developing technological skills, knowledge and understanding, and attributes through practical activities. Learners are encouraged to develop important skills, attitudes and attributes, including broadening their understanding of the use of information and communications technology (ICT), thereby gaining the skills and confidence to embrace and use them.

This Course provides opportunities for learners to develop skills and knowledge which can be applied to other contexts, including computer literacy and recognising the relationship between software, hardware, applications and outputs. Learners will learn how to use a range of technologies appropriately and safely and how to communicate effectively and appropriately when using technologies.

This Course also allows learners to develop skills, knowledge and capacities that are complementary to other areas of study such as creative arts, performance arts, mathematics and science, as well as skills for learning, skills for life and skills for work.

## **Purpose and aims of the Course**

The Course provides an introduction to the role of technology in society, and focuses on the development of a range of skills required for using technology in everyday life. It seeks to foster learners' understanding of information and communications technology by helping them develop skills in using equipment, software, applications, media and technology.

The aims of the Course are to enable learners to:

- ◆ develop and apply skills and knowledge across a range of technologies
- ◆ use equipment and software appropriately
- ◆ use a range of applications appropriately
- ◆ communicate effectively

Course activities also provide opportunities for learners to develop generic and transferable skills in searching and retrieving information to inform thinking, decision making and problem solving. The Course also provides opportunities for learners to work independently as well as collaborating and working with others.

The Course will also help learners to develop important skills, attitudes and attributes related to information, communication and technology that are transferable to other contexts.

### **Information about typical learners who might do the Course**

The Course is suitable for all learners with an interest in information and communications technology. It is suitable for learners with a general interest in the subject and for those wanting to progress to higher levels of study.

The Course may also be suitable for those wishing to work towards a qualification in information, communication and technology for the first time.

This qualification will allow learners to consolidate and further extend their ICT skills by building on the experiences and outcomes for the technologies curriculum area.

The Course takes account of the needs of all learners by providing sufficient flexibility to enable learners to achieve in different ways and at a different pace.

On completing the Course, learners will have developed computer literacy, and have developed skills and knowledge in using a range of technologies.

The skills developed within the National 2 Information and Communications Technology Course can be applied to learning in many subject areas. Skills developed in the Course also support progression to other curriculum areas as well as in the National 2 Personal Achievement Award and the National 2 Personal Development Award.

# Course structure and conditions of award

## Course structure

This Course consists of a combination of mandatory and optional Units. Learners who complete the mandatory Unit and any two of the optional Units will be able to demonstrate their ability in the same skills. The mandatory Unit provides breadth by introducing learners to the range of skills and contexts available in information and communications technology. The optional Units provide depth, with scope for personalisation and choice, and provide learners with opportunities to further explore, develop and practise these skills in different contexts.

Some learners may choose to complete additional optional Units from the Course. Learners will benefit from this opportunity to extend their learning.

The Course enables learners to develop practical skills in: developing and applying skills and knowledge across a range of technologies; using equipment and software appropriately and safely; using a range of applications; and communicating effectively.

Units are statements of standards for assessment and not programmes of learning and teaching. They can be delivered in a number of ways.

## Mandatory Units

### ICT Applications (National 2)

The general aim of this Unit is to allow the learner to develop skills in using a range of commonly available software applications. The learner will apply these skills to open, use and close the applications. The learner will also develop skills in using equipment and peripherals such as keyboard, mouse, and printers that support the use of these applications, including selecting the appropriate equipment/peripherals to use for a given application.

## Optional Units — any two from the following four Units

### Communications Applications (National 2)

The general aim of this Unit is to allow the learner to become familiar with the use of a range of applications for personal interaction and communication with others such as gaming, the use of texting, or social networking. The Unit will also provide opportunities for collaborative working.

### Internet Applications (National 2)

The general aim of this Unit is to allow the learner to become familiar with the use of the internet for research, the use of technologies to send and receive messages, and the importance of safety considerations when using these tools.

### Multimedia Applications (National 2)

The general aim of this Unit is to allow the learner to become familiar with the hardware components and software applications that might be used to prepare a multimedia presentation. Learners will also produce a multimedia presentation.

### Working with Digital Images (National 2)

The general aim of this Unit is to allow the learner to develop skills in using technologies to manipulate, edit and publish digital images, including the use of software packages and media.

## Conditions of award

To achieve the National 2 Information and Communications Technology Course, learners must pass all of the required Units. The required Units are shown in the Course outline section.

National 2 Courses are not graded.

## Skills, knowledge and understanding

Full skills, knowledge and understanding for the Course are given in the *Course Support Notes*. A broad overview of the subject skills, knowledge and understanding that will be covered in the Course is given in this section. These include:

- ◆ demonstrating skills in the use of equipment, software and peripherals
- ◆ using skills across a range of applications
- ◆ using computer literacy skills, including communication
- ◆ using technology appropriately
- ◆ following health and safety and rules when using technology
- ◆ following hygiene practices when using technology

Skills, knowledge and understanding to be included in the Course will be appropriate to the SCQF level of the Course. The SCQF level descriptors give further information on characteristics and expected performance at each SCQF level ([www.sqa.org.uk/scqf](http://www.sqa.org.uk/scqf)).

# Assessment

Further information about assessment for the Course is included in the *Course Support Notes*.

## Unit assessment

All Units are internally assessed against the requirements shown in the Unit Specification.

They can be assessed on an individual Unit basis or by using other approaches which combine the assessment for more than one Unit.

They will be assessed on a pass/fail basis within centres. SQA will provide rigorous external quality assurance, including external verification, to ensure assessment judgments are consistent and meet national standards.

The assessment of the Units in this Course will be as follows:

### ICT Applications (National 2)

For this Unit, learners will, through personal use, be able to:

- ◆ demonstrate an understanding of the relationships between applications, equipment and peripherals
- ◆ carry out operations across a range of applications

### Communications Applications (National 2)

For this Unit, learners will be able to:

- ◆ use equipment for a given purpose correctly and safely
- ◆ carry out operations to personally interact with others, using a range of applications

### Internet Applications (National 2)

For this Unit, learners will be able to:

- ◆ use a search engine correctly and safely to find information on the internet
- ◆ use an e-mail application to send and receive messages correctly and safely

### Multimedia Applications (National 2)

For this Unit, learners will be able to:

- ◆ create a multimedia presentation
- ◆ deliver the multimedia presentation

### Working with Digital Images (National 2)

For this Unit, learners will be able to:

- ◆ make changes to digital images
- ◆ show the altered digital images

# Development of skills for learning, skills for life and skills for work

It is expected that learners will develop broad, generic skills through this Course. The skills that learners will be expected to improve on and develop through the Course are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Course where there are appropriate opportunities.

## **4 Employability, enterprise and citizenship**

4.2 Information and communication technology

## **5 Thinking skills**

5.1 Remembering

5.3 Applying

5.5 Creating

Amplification of these skills is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills will be appropriate to the level of the Course. Further information on building in skills for learning, skills for life and skills for work for the Course is given in the *Course Support Notes*.



# Administrative information

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## History of changes to National Course Specification

Course details	Version	Description of change	Authorised by	Date

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Note: You are advised to check SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)) to ensure you are using the most up-to-date version of the Course Specification.

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