

# BUSINESS ICT

## VENUE:

Stoke On Trent College, Burslem Campus

## DURATION OF COURSE:

1 year

## ENTRY CRITERIA :

- A real interest in the subject area
- A willingness to complete practical and written tasks
- An interview and assessment to confirm suitability for the course
- Agreement to the learner ABC agreement and acceptable mobile phone use policy

## BRIEF DETAILS OF COURSE:

The course is designed to give learners the basic and key skills needed for further study or employment within the Business sector. The two components of this course include retail and ICT. Units include;

- IT User fundamentals
- Database software
- Desktop publishing software
- Using email
- Presentation software
- Spreadsheet software
- Word processing software

Retail specific;

Learners will complete core units that include Understanding the Retail Sector, Stock Control and Health and Safety in Retail. Placement and on course enhancement opportunities will ensure that learners are ready for the next stage of study or employment this sector.

## MATHS AND ENGLISH

All courses will include Maths and English. This part of the course will help you to improve your Maths and English skills—Your friendly and experienced tutor will make sure the course uses everyday experiences relevant to you.

## HOW WILL I BE ASSESSED

There is no final examination—you will be assessed by carrying out practical assessments and you will learn through a combination of theory sessions, practical workshops and discussion groups.

## PROGRESSION ROUTE

Learners can progress onto a higher level course at Stoke on Trent College.

## **FOR MORE INFORMATION CONTACT**

### **PREPARATION FOR VOCATION**

**Telephone: 01782 603590—Kerry Parry (Team Leader)**

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