# LONDON CAPITAL COMPUTER COLLEGE

## Awareness of London Capital Computer College *Business* and *Computing* training courses content

| Training Outcomes: | On completion of the training, delegates will be able to: |
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| *Day 1 – Computing* | *Day 1 – Computing* |
| 1. Translate, interpret and extrapolate *Information Technology* Qualifications. | 1.1 Define Information Technology (IT). |
| | 1.2 Analyse IT Qualifications and classify Units appropriately. |
| | 1.3 Describe IT Qualification Strategy. |
| | 1.4 Describe IT Assessment Strategy. |
| | 1.5 Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | 1.6 Describe IT Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 2. Recognise relevancy of *Computer Science* Qualifications | 2.1 Define Computer Science. |
| | 2.2 Analyse Computer Science Qualifications and classify Units appropriately. |
| | 2.3 Describe Computer Science Qualification Strategy. |
| | 2.4 Describe Computer Science Assessment Strategy. |
| | 2.5 Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | 2.6 Describe Computer Science Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 3. Compare and contrast the different *Networking* Qualifications. | 3.1 Define different Networking software, concepts and principles. |
| | 3.2 Analyse Networking Qualifications and classify Units appropriately. |
| | 3.3 Describe Networking Qualification Strategy. |
| | 3.4 Describe Networking Assessment Strategy. |
| | 3.5 Be able to evaluate (i) why the |

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| | | Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | 3.6 | Describe Networking Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 4. Formulate terminology, conventions and trends of *Web Design* Qualifications. | 4.1 | Assess theories, principles and ideas behind Web Design Technology. |
| | 4.2 | Analyse Web Design Qualifications and classify Units appropriately. |
| | 4.3 | Describe Web Design Qualification Strategy. |
| | 4.4 | Describe Web Design Assessment Strategy. |
| | 4.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | 4.6 | Describe Web Design Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 5. Understand the implementation of *Graphic Design* Qualifications. | 5.1 | Distinguish the different types of Graphic Design software and applications. |
| | 5.2 | Analyse Graphic Design Qualifications and classify Units appropriately. |
| | 5.3 | Describe Graphic Design Qualification Strategy. |
| | 5.4 | Describe Graphic Design Assessment Strategy. |
| | 5.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | 5.6 | Describe Graphic Design Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 6. Identify industry *Programming* Qualifications. | 6.1 | Classify the various Programming language(s) principles. |
| | 6.2 | Analyse Programming Qualifications and classify Units appropriately. |
| | 6.3 | Describe Programming Qualification Strategy. |
| | 6.4 | Describe Programming Assessment Strategy. |

| | | 6.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 6.6 | Describe Programming Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 7. | Outline the performance, integrity and security of *Database* Qualifications. | 7.1 | Formulate the ability to design, implement and manage Databases. |
| | | 7.2 | Analyse Database Qualifications and classify Units appropriately. |
| | | 7.3 | Describe Database Qualification Strategy. |
| | | 7.4 | Describe Database Assessment Strategy. |
| | | 7.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 7.6 | Describe Database Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| | *Day 2 – Business* | | *Day 2 – Business* |
| 1. | Examine *Accounting* Qualifications. | 1.1 | Define the role of Accounting. |
| | | 1.2 | Analyse Accounting Qualifications and classify Units appropriately. |
| | | 1.3 | Describe Accounting Qualification Strategy. |
| | | 1.4 | Describe Accounting Assessment Strategy. |
| | | 1.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 1.6 | Describe Accounting Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 2. | Recognise the relevancy of *Business Administration* Qualifications. | 2.1 | Identify the importance of Business Administration. |
| | | 2.2 | Analyse Business Administration Qualifications and classify Units appropriately. |
| | | 2.3 | Describe Business Administration Qualification Strategy. |
| | | 2.4 | Describe Business Administration |

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| | | | Assessment Strategy. |
| | | 2.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 2.6 | Describe Business Administration Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 3. Identify the implementation of *Project Management* Qualification. | | 3.1 | Define concepts and principles of Project Management. |
| | | 3.2 | Analyse Project Management Qualification and classify Units appropriately. |
| | | 3.3 | Describe Project Management Qualification Strategy. |
| | | 3.4 | Describe Project Management Assessment Strategy. |
| | | 3.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 3.6 | Describe Project Management Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 4. Identify the implementation of *Business Economics* Qualification. | | 4.1 | Define concepts and principles of Business Economics. |
| | | 4.2 | Analyse Business Economics Qualification and classify Units appropriately. |
| | | 4.3 | Describe Business Economics Qualification Strategy. |
| | | 4.4 | Describe Business Economics Assessment Strategy. |
| | | 4.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 4.6 | Describe Business Economics Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 5. Understand the implementation of *Management* Qualifications. | | 5.1 | Distinguish the different Management levels and roles. |
| | | 5.2 | Analyse Management Qualifications and classify Units appropriately. |
| | | 5.3 | Describe Management Qualification |

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| | | | Strategy. |
| | | 5.4 | Describe Management Assessment Strategy. |
| | | 5.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 5.6 | Describe Management Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 6. | Identify the importance of *Human Resource Management* Qualifications. | 6.1 | Explore the classification of Human Resources. |
| | | 6.2 | Analyse Human Resources Management Qualifications and classify Units appropriately. |
| | | 6.3 | Describe Human Resources Management Strategy. |
| | | 6.4 | Describe Human Resources Management Assessment Strategy. |
| | | 6.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 6.6 | Describe Human Resources Management Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 7. | Explain *Marketing Management* discipline Qualifications. | 7.1 | Formulate the strategy and implementation of Marketing Management. |
| | | 7.2 | Analyse Marketing Management and classify Units appropriately. |
| | | 7.3 | Describe Marketing Management Qualification Strategy. |
| | | 7.4 | Describe Marketing Management Assessment Strategy. |
| | | 7.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 7.6 | Describe Marketing Management Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 8. | Formulate terminology, conventions and trends of *Finance* Qualifications. | 8.1 | Assess theories and principles of Finance. |
| | | 8.2 | Analyse Finance Qualifications and |

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| | | | classify Units appropriately. |
| | | 8.3 | Describe Finance Qualification Strategy. |
| | | 8.4 | Describe Finance Assessment Strategy. |
| | | 8.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 8.6 | Describe Finance Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 9. | Examine *Administrative* Qualifications. | 9.1 | Describe the responsibilities of Secretaries and Administrators. |
| | | 9.2 | Analyse Administrative Qualifications and classify Units appropriately. |
| | | 9.3 | Describe Administrative Qualification Strategy. |
| | | 9.4 | Describe Administrative Assessment Strategy. |
| | | 9.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 9.6 | Describe Administrative Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |
| 10. | Recognise relevancy of *Hospitality* Qualifications. | 10.1 | Identify the importance of Hotel Management or Travel & Tourism. |
| | | 10.2 | Analyse Hospitality Qualifications and classify Units appropriately. |
| | | 10.3 | Describe Hospitality Qualification Strategy. |
| | | 10.4 | Describe Hospitality Assessment Strategy. |
| | | 10.5 | Be able to evaluate (i) why the Qualification exists (ii) how the Qualification fits into the larger programme (iii) for whom the Qualification was designed (iv) how the Qualification benefit learners. |
| | | 10.6 | Describe Hospitality Occupational Outlook; (i) Career Options (ii) Job Description and Responsibilities (iii) Earning Potential and Employment Prospects. |