

Tutor Notes

Dear Tutor/Trainer

These IBT2 Micro exercises have been designed for students who are preparing to undertake the OCR Integrated Business Technology level 2 qualification. As you will be aware, the general objective of this course is for the student to prepare certain documents using various applications and finally integrate them all into one large report. However, if the course elements are taught/delivered modularly, (*as tends to be the norm*) the student never fully appreciates the actual entirety of the course objectives. This is why these Micro Assignments were designed.

It is recommended that the tutor/trainer work through all three assignments prior to distributing them to their students. The exercises are generic enough to be practised on any office type software and, indeed, any platform, therefore finished examples for comparison should come from the tutor delivering the course and these assignments.

Micro Assignment 1

Suitable for issue at the beginning of an IBT 2 course. No detailed instruction should be necessary, especially for previous CLAIT students. However, if the tutor monitors the individual performance of the students they will be able to assess competence at using the various applications involved.

Micro Assignment 2

This exercise is slightly more complex than the previous one and has a totally different scenario. Minimal guidance could be offered by the tutor depending on the students' competence, especially with spreadsheets and graph axes manipulation.

Micro Assignment 3

This exercise further extends the knowledge and skills acquired in the previous two assignments. The tutor should be familiar with any particular idiosyncrasies that may arise from using their particular software.

General Use

Although these three assignments were created with a particular course in mind they are also suitable as general IT exercises or 'warm-ups', for any other course of level 2 or above, eg Advanced GNVQ in IT, HND Induction programmes, NVQ 2/3 Using IT, Open College Computing A Unit and ECDL.