



Belonging • Experiences • Aspirations • Teamwork • Honesty

Beath High School

S2 into S3 Learner Pathway

Business Information Technology

2020-21





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S3 Learner Pathway

S2 pupils are now considering their S3 Learner Pathway as they move towards their third year at Beath High School. From the full range of courses on offer, pupils are required to choose seven different subjects to study during third year, including English and Maths. Pupils will also choose an Elective choice.

At the end of their third year, pupils will take their seven subjects forward into their fourth year and complete SQA Qualifications in the same seven subjects. It is therefore important that the correct choices are made. To ensure that they have as much information and guidance as possible, and in addition to all of the general advice given in Personal and Social Education classes, we provide pupils with an individual interview with their Guidance teacher.

A significant amount of work has been done to review our curriculum offer to deliver our curriculum rationale:

The Beath curriculum is designed to encourage the learning and development of all of our young people. Our curriculum allows learners to achieve their true potential through flexible pathways to success. Personalisation ensures that the needs of all learners are met. Our young people gain a portfolio of qualifications, experiences and skills from our curriculum. We utilise partnership working and we focus on improving attainment and achievement. Our learners are supported into a robust and sustained positive destination.

If you have any further questions, please do not hesitate to make contact with the school.



BUSINESS & INFORMATION TECHNOLOGY FACULTY

- **Administration and IT**
- **Business Management**



Subject: Administration & IT
Year Group: S3

Course Structure and Content:

Administration and IT is designed to teach you the computer based skills required to work in a modern business environment.

The course enables learners to appreciate the importance of Administration and to embrace and use it in Administration-related contexts. The course lays the foundation for lifelong learning and a successful working life.

The course is made up of two integrated units:

- Administration Theory in the Workplace
- IT Applications

Skills Development:

Pupils who study Administration & IT in S3 will develop skills in:

- Word Processing
- Access Databases
- Excel Spreadsheets
- Publisher
- PowerPoint
- Office 365 (for E-mail and E-diary)
- Internet Explorer

Skills for Learning, Life and Work:

- Literacy – reading, writing, listening and talking
- Numeracy – number processes, money, time and measurement and information handling
- Health and Wellbeing – personal learning
- Employability, enterprise and citizenship – employability, information and communication technology and enterprise
- Thinking skills – remembering, understanding, applying, creating

Progression into the Senior Phase and Beyond:

- S4 – National 3, National 4 or National 5 Administration & IT
- Further Progression S5/S6 Higher Administration & IT
- College or University for Administration & IT courses
- National 4 Business or N5 Business Management

Career/Opportunities:

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, Administrative & IT skills have extensive application not only in employment but also in other walks of life.

Methods of Assessment:

- Formal End of Unit Assessment
- Homework
- ICT Assessment
- Peer & Self-Assessment
- Project Based Assessment
- Teacher Observations



Subject: Business Management
Year Group: S3

Course Structure and Content:

The key purpose of the course is to develop learners' understanding of the way in which businesses operate in the modern world.

Our S3 Business course focusses on the development of entrepreneurial, problem solving, decision making and IT skills, essential to enhance your employment opportunities. The aim of this course is to develop skills and knowledge in accessing, understanding and contributing to today's business environment.

The development of enterprise and employability skills allow learners to gain a better understanding of the personal qualities and attributes required of people involved in business. This will be facilitated through practical activities which encourage risk taking and decision making, thereby enabling learners to cope more easily in our rapidly changing business environments.

Skills Development:

Pupils who study Business in S3 will develop the following skills:

- Knowledge and understanding of business concepts in a range of contexts
- Awareness of the processes and procedures businesses use to ensure customers' needs are met
- Enterprising skills by participating in practical activities in realistic business situations
- Financial awareness through a business context
- An insight into the impact of the economy on businesses and our daily lives, gaining economic awareness

Skills for Learning, Life and Work:

- Thinking skills – remembering, understanding, applying
- Literacy – reading, writing, listening and talking
- Numeracy – number processes, money, time and measurement and information handling
- Health and Wellbeing – personal learning
- Employability, enterprise and citizenship – employability, information and communication technology and enterprise

Progression into the Senior Phase and Beyond:

- S4 – National 3, National 4 or National 5 Business Management
- Further Progression S5/S6 Higher Business Management
- College or University for Business Management courses
- National 4 Business or N5 Administration & IT

Career/Opportunities:

A range of business-based career opportunities are available within all business sectors. By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of business and other business-related disciplines.

Could you be the next Richard Branson (Virgin Group), Michelle Mone (Ultimo), or Bill Gates (Microsoft)? If you want to become the next world-famous entrepreneur, then this is the course for you!

Methods of Assessment:

- Formal End of Unit Assessment
- Homework
- Peer & Self-Assessment
- Project Based Assessment
- Teacher Observations

