



Belonging • Experiences • Aspirations • Teamwork • Honesty

Beath High School

**S4 into S5
and
S5 into S6**

**Business Information
Technology**

2021-22





Introduction

S4 and S5 pupils are now considering their Learner Pathway as they move towards their S5 and S6 at Beath High School.

To ensure that learners have as much guidance as possible, and in addition to all of the general advice given via Personal and Social Education, we have published this booklet with information about every course.

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.





National 4 – Business

Entry Level

Pupils would benefit greatly from having already completed N3 if studying N4 Business. The Faculty would consider those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

National 4

The course consists of 3 mandatory units -

Business in Action:

- Reasons why and the ways people set up their own business
- Role and characteristics of an entrepreneur
- Types of businesses and sources of finance
- Marketing strategies – pricing and promotions

Influence on Business:

- Role and influence of stakeholders in business
- Budgeting and financial statements
- Internal factors which influence a business
- External influences and the impact they have on businesses

Added Value Unit: Business in Practice:

- Pupils will prepare a simple business proposal for an aspect of a small business using appropriate technology.

What skills will I develop?

- Enterprise and employability skills essential to today's society
- ICT skills to gather, analyse and communicate business information effectively
- Numeracy skills by being able to interpret data, tables, charts and other graphical displays to draw conclusions
- Working with others
- Literacy through learning and using business terminology

How will I be assessed?

National 4

All units are internally assessed on a pass/fail basis in line with SQA criteria (no course grades awarded).

Added Value Unit - pupils will research and prepare a business-related assignment.

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of National 5 and other business-related disciplines.

Please see Principal Teacher Curriculum for further information.





National 5 – Business Management

Entry Level

Pupils would benefit greatly from having already completed N4 if studying N5 Business Management. The Faculty would consider those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

National 5

The course consists of 3 mandatory units -

Understanding Business:

- Role of business in society
- Types of business organisations
- Importance of Customer Satisfaction
- Internal and external factors on businesses

Management of People and Finance:

- Recruitment and selection procedures
- Health and safety legislation
- Sources of business finance
- Budgeting and business financial statements

Management of Marketing and Operations:

- Market research techniques
- Marketing strategies
- Operations and quality control
- Role of technology in business

What skills will I develop?

- Enterprise and employability skills essential to today's society
- ICT skills to gather, analyse and communicate business information effectively
- Numeracy skills by being able to interpret data, tables, charts and other graphical displays to draw conclusions
- Literacy through learning and using business terminology

How will I be assessed?

National 5

All units are internally assessed on a pass/fail basis in line with SQA criteria (no course grades awarded). Pupils will be assessed in the form of an SQA exam and assignment which will provide an overall grade.

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of Higher Business Management and other business-related disciplines.

Please see Principal Teacher Curriculum for further information.





Higher – Business Management

Entry Level

Pupils would benefit greatly from having already completed N5 Business Management, but the Faculty would consider those who have not completed the N5 if they have N5/Higher Administration, Higher Computing Science or Higher English. Those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

There are 3 units studied:

- **Understanding Business** – understanding of the ways in which organisations satisfy customers' needs and contribute to generating wealth; understanding key business theories and concepts
- **Management of Marketing and Operations** – evaluate complex factors influencing the management of marketing and operations
- **Management of People and Finance** – analyse influences on Human Resources and Financial management and strategies to improve performance

What skills will I develop?

Employability skills and attitudes, including flexibility and adaptability, independence, reliability and working with others; numeracy, by being able to interpret data, tables, charts and other graphical displays to draw business conclusions; and effective use of ICT in a business context.

Problem solving, research, information handling and knowledge to allow pupils to access, understand and contribute to the business environment.

How will I be assessed?

Internal:

- 3 Unit assessments (Pass/Fail)

External:

- Business Assignment (25%) - completed and submitted to SQA for marking
- Written Question Paper (75%) - exam diet and externally marked

Overall mark graded - A-D

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

There will be an opportunity for those who achieve success in National 5 to progress further in this subject by studying Higher Business Management which in turn could lead to further study of a Business related subject at College or University.

Please see Principal Teacher Curriculum for further information.





National 4 - Administration and IT

Entry Level

Pupils would benefit greatly from having already completed N3 if studying N4 Admin & IT. The Faculty would consider those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

Administrative Practices:

- Duties, skills and qualities of administrative assistant
- Features of good customer care
- Legislation regarding health and safety and security of people/information
- Planning and tasks required for organising a small-scale event

IT Solutions for Administrators:

- Basic functions of spreadsheet applications – creating, editing, charting
- Database applications – populating, editing, creating reports
- Word processing – preparing business documents, tables, forms and importing from spreadsheets and/or databases

Communication in Administration:

- Searching for and extracting/downloading information
- Use technology to prepare and communicate simple information
- Basic functions of desk-top publishing to produce documents

What skills will I develop?

Develops a range of skills for learning, life and work. They include a basic ability to use IT and aspects of literacy, numeracy and thinking skills. Information must be presented in a form appropriate to its purpose. Pupils whether working individually or with others, will be encouraged to produce work which is of a high standard in terms of accuracy and quality.

How will I be assessed?

All units are internally assessed on a pass/fail basis in line with SQA criteria. The added-value unit - pupils will be assessed in the form of an SQA external course assignment which will be graded.

Progression?

By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of National 5 Administration & IT and other business-related disciplines.

Please see Principal Teacher Curriculum for further information.





National 5 - Administration and IT

Entry Level

Pupils would benefit greatly from having already completed N4 if studying N5 Admin & IT. The Faculty would consider those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

Administrative Practices:

- Duties, skills and qualities of administrative assistant
- Features of good customer care
- Legislation regarding health and safety and security of people/information
- Planning and tasks required for organising a small-scale event

IT Solutions for Administrators:

- Basic functions of spreadsheet applications – creating, editing, charting
- Database applications – populating, editing, creating reports
- Word processing – preparing business documents, tables, forms and importing from spreadsheets and/or databases

Communication in Administration:

- Searching for and extracting/downloading information
- Use technology to prepare and communicate simple information
- Basic functions of desk-top publishing to produce documents

What skills will I develop?

Develops a range of skills for learning, life and work. They include a basic ability to use IT and aspects of literacy, numeracy and thinking skills. Information must be presented in a form appropriate to its purpose. Pupils whether working individually or with others, will be encouraged to produce work which is of a high standard in terms of accuracy and quality.

How will I be assessed?

All units are internally assessed on a pass/fail basis. Course is assessed via a 70 mark assignment completed in School and then submitted to the SQA and a 50 mark question paper that is sat during the SQA exam diet.

Progression?

By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of Higher Administration & IT and other business-related disciplines.

Please see Principal Teacher Curriculum for further information.





Higher - Administration and IT

Entry Level

Pupils would benefit greatly from having already completed N5 Admin & IT, but the Faculty would consider those who have not completed the N5 if they have N5/Higher Business Management or Computing Science. Those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

Administrative Theory and Practice:

- provide an account of the factors contributing to the effectiveness of the administrative function
- provide an account of customer care in administration

IT Solutions for Administrators:

- use complex functions of a spreadsheet/database/word processing to provide solutions asked for in a task

Communication in Administration:

- communicate complex information to a range of audiences and effectively manage sensitive information

What skills will I develop?

Skills developed include communication, team working, customer service, and skills in the use of information and communications technology. Problem solving and decision-making in a variety of different contexts.

How will I be assessed?

Internal:

- 3 Unit assessments (Pass/Fail)

External:

- Practical Assignment (58%) - completed and submitted to SQA for marking
- Written Question Paper (42%) - exam diet and externally marked

Overall mark graded - A-D

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

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.

Please see Principal Teacher Curriculum for further information.



Subject: Retailing (National Certificate)
Year Group: S5-S6

Course Structure and Content:

Retailing is a National Certificate at SCQF level 5. This course is designed to facilitate progression to further study, and to meet the needs of industry in providing employment-ready staff, for entry level positions in retailing.

Skills Development:

In order to best meet the long-term needs of learners the content of the course has been designed to foster attitudes and practices fundamental to employment within retailing. These include:

- Positive attitudes to workplace and learning.
- The importance of time-keeping and attendance.
- The importance of good verbal communications.
- The importance of good listening skills.
- Cooperative and team-working skills.
- Self-respect and showing respect and consideration to others.
- Adaptability and flexibility.
- Application of appropriate legislation, e.g. Health and Safety.
- Planning and preparation.
- Confidence to seek and provide feedback.
- Customer care skills.

Progression into the Senior Phase and Beyond:

- National 4, National 5 and Higher Business Management
- Skills that could be used at College or University for Business Management related course
- Modern Apprenticeships in Retailing

Career/Opportunities:

Learners will develop an understanding of the needs of a retailer and an appreciation of the importance of customers. They also gain important employability skills and positive attitudes relevant to both the workplace and learning environments.

Methods of Assessment:

- End of Unit Assessment
- Homework
- Peer and Self-Assessment
- Teacher Observations



Subject: Business and Marketing (National Progression Award)
Year Group: S5-S6

Course Structure and Content:

Business and Marketing is a National Progression Award at SCQF Level 4 and 5. The course has been designed to provide learners with the basic theoretical knowledge of the marketing-based principles of business. This will aid learners seeking employment in this area or progression to further academic qualifications.

Skills Development:

The award consists of three units: Business in Action, Marketing: An Introduction and Enterprise Activity.

The general aim of the NPA is to provide learners with knowledge and skills relevant to the marketing area of business. As a result, it is hoped that learners are then able to progress in education or find suitable employment. The NPA enables learners to consider the various options open to them and make informed career choices for their future.

Learners will also be able to broaden knowledge and skills by undertaking study in the following areas:

1. Market research, promotion, event organisation, customer care and selling skills.
2. Provide opportunities for the development of skills and aptitudes that will improve learners' employment potential and career development within this business area.
3. Provide learners with specific business related skills demanded by employers.
4. Prepare learners for entry to higher level awards.
5. Prepare learners for employment.
6. Encourage learners to take charge of their own learning and development.
7. Provide a range of learning and assessment styles to motivate learners to achieve their full potential.
8. Provide a range of choices to allow learners to tailor their own learning

Progression into the Senior Phase and Beyond:

- National 4, National 5 and Higher Business Management
- Skills that could be used at College or University for Business Management related course
- Modern Apprenticeships in Marketing

Career/Opportunities:

On successful completion of the NPA, it is envisaged that employment could be gained in the business sector in one of the following areas:

- Marketing Assistant
- Customer Service Assistant
- Sales Assistant.

Methods of Assessment:

- End of Unit Assessment
- Homework
- Peer and Self-Assessment
- Teacher Observations





National 4 – Computing Science

Entry Level

Pupils would benefit greatly from having already completed N3 if studying Computing Science. The Faculty would consider those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

The National 4 Computing Science course is designed to provide students with both the necessary knowledge and understanding and the practical problem solving skills to enable them to become software developers and computer scientists of the future. The course comprises two units:

Software Design and Development: The aim of this unit is for the student to develop basic knowledge, understanding and practical problem-solving skills in software design and development. Students will develop their programming skills by designing and writing a range of engaging computer programs.

Students will also explore how different types of computer software applications are used in society.

Information System Design and Development: Students will design and produce databases, web pages and other multimedia solutions. They will also develop an understanding of basic computer hardware, software, connectivity and security.

What skills will I develop?

- Applying computational thinking to understand problems
- Analysing problems with some complex aspects within computing science
- Designing, implementing, testing and evaluating digital solutions to problems
- Developing skills in computer programming and the ability to communicate how a program works by being able to read and interpret code
- Communicating understanding of advanced concepts clearly and concisely
- Legal/environmental/economic/social impact of contemporary computing technologies
- Applying computing science concepts and techniques to create solutions

How will I be assessed?

All units are internally assessed on a pass/fail basis in line with SQA criteria (no course grades awarded).

Added Value Unit

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of National 5 or Higher Computing Science and other computer-related disciplines.

Please see Principal Teacher Curriculum for further information.





National 5 – Computing Science

Entry Level

Pupils would benefit greatly from having already completed N4 if studying N5 Computing Science. The Faculty would consider those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

There are 4 units studied:

Database Design & Development: The Database unit covers the use of computers for collecting, organising, storing and processing large amounts of data. Pupils will learn to create relational databases and to use Structured Query Language (SQL).

Software Design & Development: The Software Development unit focuses on the processes used to create computer software. Programming is a strong focus and pupils will learn basic programming constructs using Python.

Website Design & Development: The Website unit investigates the creation of interactive websites using several scripting languages. HTML, Cascading Style Sheets and JavaScript are all used in this topic.

Computer Systems: The Computer Systems unit examines how computers work – their architecture, how number, text and graphic data are represented, computer security and the impact of computers on the environment.

What skills will I develop?

- Applying computational thinking to understand problems
- Analysing problems with some complex aspects within computing science
- Designing, implementing, testing and evaluating digital solutions to problems
- Developing skills in computer programming and the ability to communicate how a program works by being able to read and interpret code
- Communicating understanding of advanced concepts clearly and concisely
- Legal/environmental/economic/social impact of contemporary computing technologies
- Applying computing science concepts and techniques to create solutions

How will I be assessed?

External:

- Computing Science Assignment (31%) - completed and marked internally
- Written Question Paper (69%) - exam diet and externally marked

Overall mark graded - A-D

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

By developing many transferable skills, the course prepares learners for everyday life, the world of work, or further study of Higher Computing Science and other computer-related disciplines.

Please see Principal Teacher Curriculum for further information.





Higher – Computing Science

Entry Level

Pupils would benefit greatly from having already completed N5 Computing Science, but the Faculty would consider those who have not completed the N5 if they have N5/Higher Administration, Higher Business Management or Higher Maths. Those who have not met these criteria, entry would be subject to further discussion.

Course Structure and Content

There are 4 units studied:

Database Design & Development: The Database unit examines the creation and programming of computer databases in greater detail. SQL is used to query databases in depth.

Software Design & Development: Software Development unit further investigates the design and creation of computer programs, including more detailed programs and constructs. It will cover reading and writing files and standard algorithms.

Website Design & Development: The Website unit continues from Nat 5 with building more detailed, interactive websites using HTML, Cascading Style Sheets and JavaScript.

Computer Systems: The Computer Systems unit further examines how computers work – their architecture and how positive and negative numbers, real numbers and text data are represented. It also includes computer security and the impact of computers on the environment.

What skills will I develop?

- applying computational thinking to understand problems
- analysing problems with some complex aspects within computing science
- designing, implementing, testing and evaluating digital solutions to problems
- developing skills in computer programming and the ability to communicate
- how a program works by being able to read and interpret code
- communicating understanding of advanced concepts clearly and concisely
- legal/environmental/economic/social impact of contemporary computing
- technologies
- applying computing science concepts and techniques to create solutions

How will I be assessed?

External:

- Computing Science Assignment (31%) - completed and marked internally
- Written Question Paper (69%) - exam diet and externally marked

Overall mark graded - A-D

What are the homework requirements?

Homework will be issued on a regular basis to reinforce learning.

Progression?

This course leads on naturally to Advanced Higher Computing and is an excellent grounding for all college and university courses that include a computing element.

Please see Principal Teacher Curriculum for further information.





Advanced Higher – Computing Science

Entry Level

Pupils would benefit greatly from having already completed H Computing Science. Those who have not met this criteria may still do so, but entry would be subject to further discussion.

Course Structure and Content

The new Advanced Higher Computing Science course builds on the work done in Higher Computing Science.

The course has four areas of study:

Software design and development - pupils develop knowledge, understanding, and advanced practical problem-solving skills in software design and development. They do this by using appropriate software development environments.

Database design and development - pupils develop knowledge, understanding, and advanced practical problem-solving skills in database design and development. They do this through a range of practical tasks, using SQL to create and query relational databases.

Web design and development - pupils develop knowledge, understanding, and advanced practical problem-solving skills in web design and development. They do this through a range of practical and investigative tasks. Candidates apply computational-thinking skills to analyse, design, implement, test, and evaluate practical solutions to web-based problems.

Computer systems - This content is designed to be delivered in the context of the other areas of study and not as a stand-alone area of study. Pupils develop their understanding of how data is stored in hexadecimal form and how flags are used during the fetch-execute cycle. They become aware of the environmental impact of data centres and the security risks of code injections.

What skills will I develop?

Advanced programming skills, independent working, planning and thinking, problem solving, collaborative working, research and presentation skills

How will I be assessed?

The course will be assessed through a project chosen by the learner and completed individually (80 marks) and a final exam (80 marks).

What are the homework requirements?

Homework will be candidate led, with tutor guidance. Its purpose will be to ensure the coursework is covered sufficiently, and that the project deadlines are met.

Progression?

A pass in Advanced Higher Computing Science provides progression to a Computing Science related course of study in further or higher education.

Please see Principal Teacher Curriculum for further information.

