Faculty of Business Education, ICT & Enterprise

BUSINESS ADMINISTRATION

What will I learn?

You will be learning about Business and Administration through the use of appropriate ICT, to include;

Business/Accounting & Economics

Types of business organization, flexible working practices, functional departments and what they do, sources of finance and selecting suitable options, management of accounting statements and profit calculation, sectors of the economy, economic factors impacting on business and internal/external factors impacting on business.

Administration

Working within the context of a business organization, you will carry out a wide range of administrative tasks using a wide range of ICT Software.

You will prepare spreadsheet cost statements, maintain staff/supplier database files, prepare presentations and reports, prepare various business documents and source appropriate information from the internet.

I will be using ICT throughout the course

¨ *How to use spreadsheets*

¨ *How to use databases*

¨ *How to use word*

¨ *How to present information using DTP and PowerPoint*

¨ *How to make the best use of the internet, email and e-diary*

How will I learn?

By doing!! The course is very practical. There are theoretical aspects which will be taught through a variety of means, teacher led, working together or individually to research, class discussions etc

Progress – CfE levels

Most pupils will be sitting work at level 4 standard which is appropriate for their age/stage and flexible enough to support and stretch pupils as to their needs.

Progress from this course would be National 5 Business Management, National 5 Administration and IT, National 5 Accounting and National 5 Economics, in S4.

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COMPUTING SCIENCE

What will I learn?

To develop general skills in relation to computational thinking and digital literacy

To develop simple desktop applications using industry standard programming languages and code.

To develop simple web site using HTML5 and CSS, inserting various forms of multimedia such as video and audio.

To create simple relational databases and query them using SQL in order to extract specific information from large quantities of data.

Hardware, Software, Networking, Security, Environmental and Social aspects related to Computing Science and Digital Technologies.

How will I learn?

- *By creating application using Microsoft Visual Basic and Visual Studio*
- *By creating multimedia websites using HTML and CSS*
- *By creating databases using Microsoft Access*
- *By using interactive learning tools such as www.Quizlet.com*
- *By using Glow tools: Microsoft Office 365*
- *By completing World Wide Web research tasks*

Progress – CfE Levels

Most pupils will be sitting work at level 4 standard which is appropriate for their age/stage and flexible enough to support and stretch pupils as to their needs.

Natural progression would be to:

- *NPA (National Progression Award) in Computer Games Development*
- *National 4/5 Computing Science*