BUSINESS MANAGEMENT PATHWAY

S3

National 4
Business
Assessments in class and coursework assignment

S4

National 5
Business Management
22% coursework
78% exam

S5/6

Higher
Business Management
22% coursework
78% exam

COURSE OUTLINE

Business in Action
Topics covered include quality management, marketing, customer care, entrepreneurs and how they get started in business.

Influences on Business
Topics covered include finance, people management, stakeholders and external factors affecting businesses.

Added Value Unit
Pupils research and write coursework on a local business and make recommendations on how they could improve.

COURSE OUTLINE

Understanding Business
This unit covers sectors of the economy, including how businesses are set up and structured. Pupils will also learn how external factors affect the wider economy.

Management of Marketing
Learn how marketers inform and persuade consumers.

Management of People
Learn about how businesses manage their employees.

Management of Operations
Learn about how businesses manage production and quality control.

Management of Finance
Preparation of budgets and accounting documents.

COURSE OUTLINE

Understanding Business
A more advanced and in depth look at the structure and set up of the economy and the external factors affecting it.

Management of Marketing
Learn how marketers inform and persuade consumers.

Management of People
Learn about how businesses manage their employees and UK laws.

Management of Operations
Learn about how businesses manage production and quality control.

Management of Finance
Preparation of accounting documents and ratios.

Further Education

Courses in Business Management and Accounting are available at:

UHI
The University of Edinburgh
The Robert Gordon University
Edinburgh Napier University
Glasgow Caledonian University
The University of Strathclyde
The University of Stirling

Career Opportunities

Varied career paths across various industries including:
Accounting and Finance
Human Resources
Construction, Engineering and General
Project Management
Procurement
Marketing.

Please contact Miss A Leitch (PT Business Education & IT) for more information.

ADMINISTRATION & IT PATHWAY

S3

National 3/4
Admin & IT
Assessments in class and coursework assignment

COURSE OUTLINE

Pupils will learn the basics of how to use various Microsoft software including the creation of:

- Spreadsheets
- Presentations
- Databases
- Email
- Travel booking and planning
- Word processing

The course will feature small assessments throughout the year and will end with a large assignment which is carried out on the computers. This assignment will be a simulation where pupils work as an administrative assistant at an organisation and will be asked to prepare various documents using the software.

S4

National 5
Admin & IT
58% coursework
42% exam

COURSE OUTLINE

Communication in Admin
Pupils will carry out various tasks on the computers including travel booking and planning, creating presentations and writing professional emails.

Administrative Practices
Pupils will learn theory as well as practical IT skills. This includes, workplace and health and safety legislation, how to create and manage databases, spreadsheets and word processing documents.

IT Solutions
Pupils will create complex databases, spreadsheets and carry out mail merge tasks with the Microsoft software.

S5/6

Higher
Admin & IT
58% coursework
42% exam

COURSE OUTLINE

IT Solutions
Pupils will learn practical IT skills. This includes creating complex databases, spreadsheets and report documents.

Communication in Admin
Pupils will carry out various tasks on the computers including creating presentations, writing professional emails and managing an electronic diary.

Theory
Topics include time and task management in the workplace, managing teams, meeting and event management, legislation including data protection, health & safety and customer care.

Further Education

Courses in Admin & IT are available at:
UHI
NESCOL
The Open University

Career Opportunities

The course will support all jobs and pathways involving the use of computers across various industries.

Please contact Miss A Leitch (PT Business Education & IT) for more information.