Gleniffer High School Business & Computing Faculty

Senior Phase Course Rationales

Subject	**Administration and IT**
Level	National 4, National 5
Course outline	This course equips students with the practical skills to create and edit documents using a variety of software packages. Students will learn to carry out administrative and organisational tasks with confidence and attention to detail. This is a skills based course which equips pupils with essential skills for work. The course is divided into the following units: **Communication in Administration:** During this unit pupils learn about the features of the internet and the uses a business may make of the internet. E-mail is also included as a way of communicating within, and between, organisations. Electronic diaries, internet searching and PowerPoint compose the remainder of this unit. **Information Technology Solutions for Administrators:** This particular unit forms the largest section of the overall course encompassing word processing, database and spreadsheet. Students will learn the correct layout of word documents and learn to create, amend, sort and extract information from databases. Spreadsheet formulae progressively become more difficult as you move through the levels. Simple formulae are used at N4 with more complex formulae and charts being introduced at the higher levels. **Administrative Practices (Theory):** Pupils are introduced to the recruitment processes, working practices and contracts of employment that are now available within the workplace. The importance of Health & Safety and security procedures are also enforced during this unit of work. Pupils will also learn about the different pieces of office equipment commonly used in an office environment and the duties carried out by an Administrative Assistant on a daily basis.
Assessment	**NATIONAL 4:** Units are internally assessed on a pass/fail basis against requirements given by the SQA. This will be subject to verification by the SQA. Pupils will also complete an Added Value Unit (project) bringing all their skills together into one large task. **NATIONAL 5:** Assessment evidence is gathered throughout the course. Pupils will sit their final practical exam in March which pulls together all of their skills under timed examination conditions.
Progression from S4 to S5	S5 who achieved N4 can complete N5 Administration and IT and N5 students can gain entrance to Higher Administration.

Subject	**Administration and IT**
Level	Higher
Recommended Entry	Students will normally be expected to have obtained an A or B pass in the National 5 Administration and IT course.
Course Aims and Purpose	The key purpose of this course is to develop learners' advanced administrative and IT skills and, ultimately, to enable them to contribute to the effective functioning of organisations in supervisory administrative positions. The Course aims to enable learners to: • develop knowledge and understanding of administration in the workplace and its importance • develop a range of advanced IT skills for processing and managing information • develop a range of skills to communicate complex information effectively, making appropriate use of IT • acquire skills in managing the organisation of events
Course Details	The course comprises 3 mandatory units and pupils must pass each of these units as well as the course assessment. Successful pupils will be awarded an overall A, B or C for the course. Pupils will complete the following assessments: • Three unit assessments • Coursework Project (70marks – 70% of final mark) • Final Exam (30 marks – 30% of final mark) **Units** **Administrative Theory and Practice** In this Unit, learners will be required to provide evidence of their: • knowledge and understanding of administration in the workplace and related aspects • knowledge and understanding of effective teams and time and task management • knowledge and understanding of the features of good customer care and the benefits of good, and consequences of poor, customer care **IT Solutions for Administrators** In this Unit, learners will be required to provide evidence of their: • skills in using a range of complex functions of the following IT applications — word processing, spreadsheets, databases — to solve problems in an administration-related context • skills in analysing, processing and managing information in order to create and edit relatively complex business documents **Communication in Administration** In this Unit, learners will be required to provide evidence of their: • advanced skills in using IT to communicate information with others in administration-related contexts • knowledge and understanding of barriers to communication and ways of overcoming them • knowledge and understanding of how to maintain the security and confidentiality of information

Subject	**Business Management**
Level	National 4, National 5
Course outline	This Course introduces pupils to the dynamic and competitive environment of business and the important role it plays in society. We all rely on businesses and entrepreneurs to create wealth, prosperity, jobs and choices. It is designed for all pupils, but may be of greatest appeal to those with an interest in business, whether that be in developing an understanding of the modern business environment or finding out how and why people set up in business. The combination of practical aspects and ICT-based learning will enable learners to apply their skills and knowledge to real-life business contexts. Two units are studied: **Business in Action**: In this Unit, pupils will carry out activities that will give them an appreciation of how and why businesses develop and operate in today's society. Pupils will develop skills and knowledge and understanding relating to the role of business within society, and of the actions taken by business to meet customers' needs. Pupils will discover how businesses are organised by exploring the functional activities, such as marketing, finance, operations and human resources, and applying their understanding of these areas to support business planning and decision making. **Influences on Business:** In this Unit, pupils will carry out activities that will give them an appreciation of the impact that a range of internal and external influences has on business decision making. Pupils will investigate stakeholders' influence on businesses and will acquire skills and knowledge and understanding relating to the financial, economic, competitive and social environment in which businesses have to operate. This will provide learners with a growing understanding of how these influences can affect business survival and success.
Assessment	**NATIONAL 4:** All units are internally assessed on a pass/fail basis against requirements shown by the SQA. This will be subject to external verification by the SQA. An added value unit is also studied which consists of an assignment which involves researching a business. **NATIONAL 5:** Pupils will sit an externally assessed question paper in May. A course assignment accounting for 30% of the overall award is completed in class time which involves researching a business.
Progression from S4 to S5	National 4 Business or National 5 Business Management in S4 through to Higher Business Management in S5/6.

Subject	**Business Management**
Level	Higher
Recommended Entry	Students would normally be expected to have attained a pass in National 5 Business Management. A pass in Higher English (or to be studying for Higher English) would also be recommended for Higher Business Management. The course may be suitable for S6 students who have not studied Business before but who have passed Higher English.
Course Aims and Purpose	This course equips students with essential skills and knowledge relating to running a successful business. A number of areas will be covered including marketing, operations, people and finance. Students will acquire knowledge and understanding as well as problem solving and decision-making skills. There will be inputs from outside speakers and the opportunity to take part in curricular trips.
Course Details	**Units** **Understanding Business** This unit should enable students to: • analyse the development of business enterprise in contemporary society • analyse the process of decision-making in business enterprises • report on the internal organisation of business enterprises **Management of People and Finance** This unit should enable students to: • analyse theories of motivation, leadership and employee relations • interpret and manipulate financial information used in business **Management of Marketing and Operations** This unit should enable students to: • analyse the marketing decisions of business enterprises • analyse the operations decisions of business enterprises **Assessment** The course comprises 3 mandatory units and pupils must pass each of these units. In addition to this, pupils will complete an assignment (30% of overall mark) and a final exam worth 70% to gain an overall award.

Subject	**Computing Science**
Level	National 4
Course outline	Curriculum for Excellence has brought significant change to the Scottish Computing curriculum which has means the new Computing Science courses are more exciting and relevant than ever before. The focus has been moved away from ICT and is now clearly on Computing Science meaning pupils focus on designing and developing digital solutions and software rather than simply using existing software. The course consists of two teaching units and an added value unit. **Software Design and Development** The aim of this Unit is for pupils to develop knowledge, understanding and practical problem-solving skills in the context of creating computer programs such as games or mobile apps. Pupils will develop their programming and computational thinking skills by creating software and explaining how these programs work. They will learn about and use a range of modern programming languages and environments. Pupils will develop an understanding of how data and instructions are stored in binary form on computer and will develop knowledge of computer components and basic computer architecture. **Information System Design and Development** The aim of this Unit is for pupils to develop knowledge, understanding and practical problem-solving skills related to information system design and development in the context of web design, database systems and other digital environments. Pupils will develop their skills by working through a range of practical and investigative tasks. Pupils will further develop their computational thinking skills and will develop an understanding of the technical, legal and environmental issues related to modern information systems.
Assessment	**NATIONAL 4**: Pupils will receive a pass or fail at National 4 level. All units are internally assessed on a pass/fail basis against requirements set by the SQA.
Progression from S4 to S5	Possible progression routes: S4 National 4 into S5 National 5

Subject	**Computing Science**
Level	National 5
Course outline	Curriculum for Excellence has brought significant change to the Scottish Computing curriculum which has means the new Computing Science courses are more exciting and relevant than ever before. The focus has been moved away from ICT and is now clearly on Computing Science meaning pupils focus on designing and developing digital solutions and software rather than simply using existing software. The course consists of four teaching units and an assignment. **Software Design and Development** The aim of this Unit is for pupils to develop knowledge, understanding and practical problem-solving skills in the context of creating computer programs such as games or mobile apps. Pupils will develop their programming and computational thinking skills by creating software and explaining how these programs work. They will learn about and use a range of modern programming languages and environments. **Computer Systems** Pupils will develop an understanding of how data and instructions are stored in binary form on computer and will develop knowledge of computer components and basic computer architecture. **Database Design and Development** The aim of this Unit is for pupils to develop knowledge, understanding and practical problem-solving skills related to database design and development. Pupils will create relational databases with more than one table and implement SQL code to manipulate data within these tables. **Web Design and Development** Pupils will develop an understanding of the web development process. They will develop practical problem-solving skills in the context of creating websites through a variety of different coding languages, including HTML, CSS and JavaScript.
Assessment	**NATIONAL 5**: At National 5 level, courses are graded. 31% of the final grade for the course comes from an assignment which is completed in school and marked externally by the SQA (50 marks). The remaining 69% of the final grade (110 marks) comes from an external SQA exam completed in the summer exam diet.
Progression from S4 to S5	Possible progression routes: S4 National 5 into S5 Higher

Subject	**Computing Science**
Level	Higher
Recommended Entry	The Higher course offers excellent progression for pupils who have an A or B at National 5 level. The course *may* be suitable for highly motivated S6 pupils with no previous Computing experience, but this will be at the discretion of Mr Gould.
Course Aims and Purpose	Computing can be described as the Science of the Digital World. We are immersed in technology in our every-day lives and these courses offer pupils a chance not only to learn about current technologies but to become the next generation of innovators and creators of new technology. The new National Computing Science courses offer an exciting, hands-on experience of modern computer systems, software design and development, and information systems design and development. Pupils will develop relevant, modern, transferable skills that will be of real benefit when progressing to college, university or work. Demand is currently outstripping supply for good Computing Science graduates by two to one so there are excellent employment opportunities in this field.
Course Details	The course consists of four teaching units and an assignment. **Software Design and Development** The aim of this Unit is for pupils to develop knowledge, understanding and practical problem-solving skills in the context of creating computer programs such as games or mobile apps. Pupils will develop their programming and computational thinking skills by creating software and explaining how these programs work. They will learn about and use a range of modern programming languages and environments. **Computer Systems** Pupils will develop an understanding of how data and instructions are stored in binary form on computer and will develop knowledge of computer components and basic computer architecture. **Database Design and Development** The aim of this Unit is for pupils to develop knowledge, understanding and practical problem-solving skills related to database design and development. Pupils will create relational databases with more than one table and implement SQL code to manipulate data within these tables. **Web Design and Development** Pupils will develop an understanding of the web development process. They will develop practical problem-solving skills in the context of creating websites through a variety of different coding languages, including HTML, CSS and JavaScript. Like National 5, the Higher course award is comprised of a coursework task worth 31% of the overall award and an exam paper worth 69% of the award.

Subject	**Video Games Development**
Level	National Progression Award Level 5
Recommended Entry	Students will normally be expected to have obtained a National 4 or National 5 course award in Computing Science. Students who have not previously studied Computing Science may be suitable, but this is at the discretion of Mr. Gould.
Course Aims and Purpose	This course offers a current and relevant insight into the games development industry through three main units, teaching learners about the games industry, how to design games and their assets and how to create and promote digital games. The Course aims to enable learners to: • develop knowledge and understanding of the games design industry • develop knowledge and understanding of the key concepts of games design • acquire skills in planning and designing games and assets • acquire skills in creating games through modern development environments
Course Details	**Course Details** The course comprises 3 mandatory units and pupils must pass each of these units. A portfolio approach will be taken, with each unit of work relating to specific evidence requirements for each unit of the course. There is no final exam. Pupils will complete the following assessments: **Units** **Computer Games: Design** You will acquire an understanding of the underlying concepts and fundamental principles involved in digital gaming planning and design. You will learn how to recognise and distinguish differences between numerous gaming platforms, environments and genres. You will be introduced to fundamental methods used in the planning and design stages involved in the production of a digital game. You will plan and design a level in a digital game. At SQCF level 5 you will be introduced to the role of the games designer and at SCQF level 6 you will build on your knowledge of hardware in gaming technology and investigate graphics and sound technology used by various types of digital gaming platforms. You will investigate emerging technologies in gaming and analyse how this technology will affect games and peoples' expectations of games. You will investigate what organisations and activities are involved in the investment, creation, production and distribution of games and evaluate external factors to be considered when designing a digital game. You will evaluate design methods used in the planning and design stages involved in the production of a digital game. You will plan and design a digital game to a given brief. **Computer Games: Media Assets** You will acquire an understanding of the different types of media asset required for developing a digital game. You will learn how to plan and produce media assets for use in a game development environment.

	Computer Games: Development You will gain an understanding of the processes involved in the final stages of development of a digital game. You will learn how to use your chosen game development environment to bring together all the parts and produce a working game. You will gain an understanding of the evaluation process and then go on to plan and deliver a promotional activity. At SCQF level 5 you will devise a test strategy then test the game thoroughly, recording the results. You will gain an understanding of the evaluation process and complete a user review of a game that applies a scoring/rating system. You will finally plan and create a promotional activity.