



Administration and IT S3 and S4

S3

NPA PC Passport (Level 4) **AND NPA Touch Typing (Level 5)**

In S3 you will learn how to use Word Processing, Presentation and Spreadsheet software. You will also learn an invaluable skill – touch typing!

Throughout the year, you will complete assessments which will result in you achieving a Level 4 award in PC Passport AND a Level 5 award in Touch Typing.

It does not matter what career you want to pursue after school, you will undoubtedly be working with computers, so these skills are very important!

Do you fancy developing your skills into a National 5 award?

NQ Route



Admin Skills Route

Do you want to gain another two qualifications?

S4

Administration and IT (National 5)

In this course, you will further develop your practical skills in Word Processing, Spreadsheets, Databases, Presentations and Electronic Communication. You will also learn about the theory of Admin and IT in the workplace.

To achieve a National 5 you will complete an assignment worth 70 marks, and an exam worth 50 marks. Both of these components are practical and sat under exam conditions, marked externally by the SQA.

NPA PC Passport (Level 5) AND Admin and IT (National 4)

In this course you will build on your Level 4 PC Passport qualification from S3, looking at the same pieces of software. You will also get the opportunity to complete your National 4 Admin and IT award. Both of these courses are marked internally by the school, and there is no final exam. You will complete assessments in class when your teacher thinks you are ready.





Administration and IT S5 and S6

NQ Route

Administration and IT

Higher
or
National 5

In this course you will develop a wide range of skills in using different pieces of software:

- Word Processing
- Spreadsheets
- Databases
- Presentations
- Electronic Communication

You will also develop invaluable knowledge about:

- Health and Safety
- Customer Service
- Sources of Information
- Security of People, Property and Information

Regardless of your potential pathway after school, these skills are invaluable for any career.

Assessment

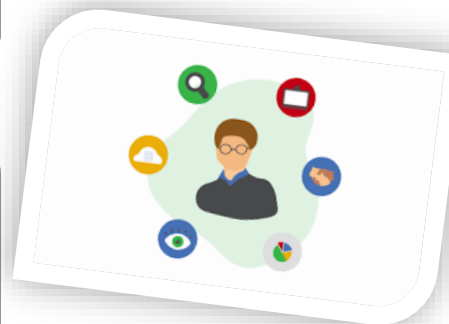
Higher

Exam – Theory – 50 marks
Assignment – Practical – 70 marks

National 5

Exam – Practical and Theory – 50 marks
Assignment – Practical and Theory – 70 marks

External



Admin Skills Route

**NPA PC
Passport**
Level 5 or 6

*Combined
with*

**NPA Word
Processing**
Level 5 or 6

In this course you will look in depth at three pieces of software: Word Processing, Presentation and Spreadsheets. You will learn invaluable skills that will support you in any career after school.

You will also gain a separate award in Word Processing at level 5 or 6.

There is no final exam for these two qualifications, instead you will be assessed by your teacher in class when they think you are ready.

Assessment

PC Passport

Unit assessments completed as and when you are ready, assessed by your teacher

**Word
Processing**

Unit assessments completed as and when you are ready, assessed by your teacher

Internal

Business S3 and S4



S3

NPA Business and Marketing (Level 4/Level 5)

In S3 you will cover: Management of Marketing and Operations, Marketing: Basic Principles and Applications, Understanding Business, Skills for Customer Care and Selling Skills. Some of these are theory and others practical.

The practical parts will give you invaluable experience and confidence in working in business. This will help you for future interviews and give you an advantage when you are applying for a part-time job!

If you fast forward a year and have a look at S4, you will also see that some of the units are similar, so not only will you gain a qualification in S3 - along with invaluable life skills - you will also be working towards your National 5 Business Management qualification!

S4

Business Management (National 4/5)

In this course, you will learn about the key functional areas that support the operations of every business: Marketing, Finance, Human Resources and Operations. You will also undertake a unit of work exploring the variety of businesses that exists, this is called Understanding Business.

To achieve a National 5 you will complete an assignment worth 30 marks, and an exam worth 90 marks. Both of these components are sat under exam conditions, marked externally by the SQA.

Skills for Work: Retailing (National 5)

This course is about so much more than developing experience of the retail sector (although this will be helpful if you want a part-time job, as you will most likely be working in some form of retailing!). This course is about developing life skills – learning how to write a CV, how to work as a team, how to communicate and present confidently and how to plan and organise. This course really is about what it is called: Skills for Work – something you will definitely need in the future!

NPA Barista Skills (Level 5)

We are very lucky at Gleniffer High School to have access to our very own Barista machine. In this course you will learn how to use the professional machine to make the perfect Latte, Cappuccino or Americano (hot chocolate also available!). Why would you want to do this? Well you will learn about team work, communication, budgeting and most importantly – it is fun!

NPA Customer Service (Level 4/Level 5)

In this course you will develop the skills to communicate with customers and how to deliver high levels of customer service. You will also learn about how businesses use Social Media to communicate and advertise to customers. This course is full of practical and current examples!



Over S3 and S4 you will gain 3 qualifications, assessed as and when you are ready (no final exam). Two Level 5 and one National 5 – all from one subject!

Business S5 and S6



NQ Route

Business Management

Higher
or
National 5

In this course you will develop an appreciation and understanding of how businesses and organisations operate, through exploring five units:

- Understanding Business
- Management of People
- Management of Operations
- Management of Finance
- Management of Marketing

Regardless of your potential pathway after school, these areas will equip you with invaluable knowledge and insight into how the world of business operates.



Assessment

Higher

Exam – 90 marks
Assignment – 30 marks

National 5

Exam – 90 marks
Assignment – 30 marks

External

Business Skills Route

NPA Events
Level 6

Combined
with

NPA
Customer
Service
Level 6

If you are interested in pursuing a career or further education in the events sector, or want something fun and practical on your timetable, then this is the course for you!

You will complete units in: Event Organisation, Events Costing, Corporate Events and Branding.

You will be assessed by your teacher using observation checklists and some written assessments, but there is no final exam.

You will also have the opportunity to combine this award with a Level 6 award in Customer Service, looking at the skills required to deliver high levels of service, and how businesses use Social Media to communicate with customers.

Assessment

Events

Unit assessments completed as and when you are ready, assessed by your teacher

Customer
Service

Unit assessments completed as and when you are ready, assessed by your teacher

Internal

Internal



S3

NPA Computing (Level 4/Level 5)

In this course you will cover four units: Computer Hardware and Systems, Computer Programming, Computer Network Fundamentals and a Project.

This course will give you a great understanding of the key areas involved in Computer Science, along with developing transferable problem solving skills.

NPA Cyber Fundamental (Level 4)

In this course you will gain a basic understanding of the cyber security landscape and gain skills in protecting against common security threats. You will learn about internet safety and cyber security.

NQ Route

Games Skills Route

Cyber Skills Route

Computing S3 and S4

S4

Computing Science (National 5)

In this course you will develop a wide range of skills in: Problem Solving, Software Design and Development, Computer Systems, Database Design and Development and Web Design and Development.

It does not matter if you are planning a career in Computing Science after school, or not, the problem solving skills, knowledge of security risks and precautions, and an appreciation of how web based applications operate, will prove useful in everyday life.

To achieve this award you will complete an assignment worth 50 marks and an exam worth 110 marks. Both of these components are marked by externally by the SQA.

NPA Computer Games Development (Levels 4 and 5)

Ever wondered how the games that you play on your different devices are made? This is the course for you! In this course you will: 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 and acquire skills in creating games through modern development environments. You will be assessed as and when you are ready by your teacher, there is no final exam for this course.

NPA Cyber Security (Levels 4 and 5)

We conduct much of our lives over the internet, as do Government Organisations and Private Sector Businesses. The internet brings numerous benefits, however there is a darker side which is often exploited by criminals. Do you want to learn the skills and gain the knowledge required to support and protect businesses and organisations? This is a fast growing industry with rewarding career opportunities.

This National Progression Award in Cyber Security will provide you with knowledge and skills in data security, digital forensics and ethical hacking. You will be assessed as when you are ready by your class teacher, you will not complete a final exam.



Computing Science S5 and S6

NQ Route

Computing Science

*Advanced Higher
or
Higher
or
National 5*

In this course you will develop an understanding of the main Computing Science concepts:

- **Software design and development**
- **Computer Systems**
- **Database design and development**
- **Web design and development**

This course is a mixture of practical skills and theoretical knowledge.

Assessment

Advanced Higher

Exam – Theory – 80 marks
Project – Practical – 80 marks

Higher and National 5

Exam - Theory – 110 marks
Assignment- Practical – 50 marks

External

Games Skills Route

NPA Computer Games Development

*Level 6
or
Level 5*

In this course you will learn how to create and evaluate games.

By the end of this course, you will have:

- Developed knowledge and understanding of the games design industry
- Developed knowledge and understanding of the key concepts of games design
- Acquired skills in planning and designing games and assets
- Acquired skills in creating games through modern development environments

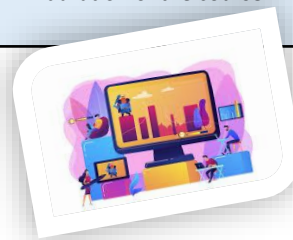
You will be assessed as and when your teacher feels you are ready, there is no final exam.

Assessment

Levels 5 and 6

Internally assessed units throughout the duration of the course.

Internal



Cyber Skills Route

NPA Cyber Security

*Level 6
or
Level 5*

This award is designed to raise awareness of cyber security and to fill the current skills gap in this field.

You will improve your cyber hygiene and will be enabled to identify security weakness safely, legally and ethically.

Ethics and the law are fundamental aspects of this award.

You will be assessed as and when your teacher feels you are ready, there is no final exam.

Assessment

Levels 5 and 6

Internally assessed units throughout the duration of the course.

Internal

