



HOLY ROOD RC
HIGH SCHOOL

COURSE PATHWAY INFORMATION

SESSION 2025-26

BUSINESS & IT

Love * Forgiveness * Justice * Compassion



BUSINESS & IT





ADMINISTRATION & IT

NATIONAL 4 NATIONAL 5

SQA AREAS OF STUDY

- Administrative Practices
- IT Solutions for Administrators
- Communication in Administration



NAT 5 – COURSE ENTRY REQUIREMENTS

- National 4 Admin & IT
- Or S5/6 beginners who have passes in other Nat 5 courses eg English, Computing, Business

NAT 4 – COURSE ENTRY REQUIREMENTS

- Pupils in S5/6 who are keen to improve their IT and Administration skills Pupils should have passes in other N4 courses

SKILLS DEVELOPED ON THIS COURSE

- An understanding of administration in the workplace and of the skills required of good administrators
- IT skills in word processing, spreadsheets, databases, presentations, desktop publishing in familiar and some unfamiliar contexts
- The ability to use IT skills in more complex administrative tasks
- Skills in organising, processing, presenting and communicating information
- Business literacy skills, business numeracy skills
- Problem-solving, team-working and using initiative

COURSE INFORMATION

Administrative Practices - Pupils will develop an understanding of workplace legislation, benefits to organisations of good customer care, skills/qualities of administrators, data management and planning and organisation of events.

IT Solutions for Administrators - Pupils will select the following IT applications — word processing, spreadsheets, databases — and will use them to create and edit business documents.

Communication in Administration - The purpose of this Unit is to enable pupils to use IT for gathering and sharing information with others. They will use e-diaries, email and PowerPoint software packages.

ASSESSMENT

NATIONAL 5 – to achieve the Course award at National 5 pupils will have to complete the SQA Course Assignment and final exam. The assignment will contain a range of Admin/IT based tasks and the Admin & IT SQA Exam will contain spreadsheet, database and theory tasks. Both papers will be marked and graded by SQA markers.

NATIONAL 4 – to achieve a PASS at National 4 level pupils will have to pass assessments for all of the Course Units along with the Added Value Unit.

CAREER PATHWAY

Successful completion of the course could support progression towards:

- Higher grade course if National 5 has been achieved
- College/University courses
- Employment in areas such as Administration Assistant, Receptionist, Event Organiser, HR Assistant, Finance Assistant



IT & EMPLOYABILITY

For further information about this course please contact:

Curriculum Leader: Mr C Ash
Teaching Staff: Business Education
S5/6 Year Head



ADMINISTRATION & IT

HIGHER

SQA AREAS OF STUDY

- Administrative Theory and Practice
- IT Solutions for Administrators
- Communication in Administration

ENTRY REQUIREMENTS

- National 5 Administration & IT



SKILLS DEVELOPED ON THIS COURSE

- 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
- Business literacy, business numeracy
- Team working, time/task management skills

COURSE INFORMATION

Administrative Theory and Practice – Pupils will develop their knowledge and understanding of personal effectiveness techniques used in the workplace, such as the strategies for effective time and task management and benefits of team working, cover customer care policies and strategies.

IT Solutions for Administrators – Pupils will develop the ability to use a range of advanced functions of IT applications including word processing, spreadsheets, databases, or emerging equivalent technologies. The software packages will be used to analyse, process and manage information in order to create and edit complex business documents.

Communication in Administration - Pupils will develop an understanding of barriers to communication and ways of overcoming them to ensure communication is understood. Needs of the audience when communicating will be considered along with the security and confidentiality of data in the workplace.



ASSESSMENT



To achieve the course award pupils must achieve the standards required in course assessments completed throughout the course along with a pass in the SQA final course exams.

The SQA course assessment will include a **question paper** and an **administration and IT assignment**. The assignment will require pupils to complete tasks relating to managing the organisation of an event.

CAREER PATHWAY

Successful completion of the course could support progression towards:

- College courses in Administration and/or University courses in Business related subjects
- Employment in areas such as Administration, Finance, Human Resource, Events Management

IT & EMPLOYABILITY

For further information about this course please contact:

Curriculum Leader: Mr C Ash
Teaching Staff: Business Education
S5/6 Year Head



BUSINESS MANAGEMENT

NATIONAL 5

SQA AREAS OF STUDY

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



NAT 5 – COURSE ENTRY REQUIREMENTS

- National 4 Business Management
- S5 pupils starting as beginners require a National 5 in a subject such as English, Modern Studies or History

SKILLS DEVELOPED ON THIS COURSE

- Enterprise and employability skills
- Decision-making to solve straightforward business-related problems
- The ability to interpret and evaluate straightforward business financial data
- Knowledge of the use of technologies in business
- Communicating straightforward business-related information
- The ability to analyse effective business practice
- Business literacy, numeracy, IT and presentation skills
- Problem solving and organisation of business data

COURSE INFORMATION

Understanding Business – Pupils will develop relevant skills, knowledge and understanding by carrying out tasks/activities relating to the role of business organisations and entrepreneurship in society, using real-life contexts.

Management of People and Finance – Pupils will improve their knowledge of the work carried out in the Human Resource section and discuss staff management skills. They will also improve their knowledge and understanding of Financial Statements and learn about the importance of managing finances in a business context.

Management of Marketing and Operations – Pupils will be introduced to the importance of Marketing and will applying Marketing techniques to complete a range of business-related tasks. Production methods, Stock control and Quality Assurance methods will also be considered in this unit of work.

ASSESSMENT

NATIONAL 5 – to achieve the Course Award at National 5 level pupils will have to complete class assessments throughout the session, an SQA Business Management Assignment (research of a Business and preparing a Business Report), and the SQA N5 Business Management final exam.

CAREER PATHWAY

Successful completion of the course could support progression towards:

- Higher grade course if National 5 has been achieved
- College/University courses
- Employment in areas such as Retail, Human Resource, Finance, Marketing, Distribution, Production



IT & EMPLOYABILITY

For further information about this course please contact:

Curriculum Leader: Mr C Ash
Teaching Staff: Business Education
S5/6 Year Head



BUSINESS MANAGEMENT

HIGHER

SQA AREAS OF STUDY

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



COURSE ENTRY REQUIREMENTS

Pupils would be expected to have attained:

- National 5 Business Management – Grade A/B
- For S6 beginners - passes in other Higher courses eg English, History, Modern Studies

SKILLS DEVELOPED ON THIS COURSE

- Problem solving and decision making skills
- Communication skills
- Management of risk and business development
- Leadership and management skills
- Numeracy/financial analysis skills
- Customer care
- ICT skills
- Team working skills
- Analysis of data and presentation of information

COURSE INFORMATION

Understanding Business - pupils will study the ways in which organisations in the private, public and third sectors operate. They will also analyse and evaluate the impact that the external environment has on an organisation's activity and how external factors can influence decision making.

Management of People and Finance - topics which will be studied include motivation, leadership, employment legislation and employee relations, sources of finance, understanding financial statements and ratio analysis.



Management of Marketing and Operations – the importance of marketing and a range of marketing techniques will be studied along with stock control methods, production and quality assurance techniques. Pupils will also assess the impact of technology on both marketing and operation functions.



ASSESSMENT

To achieve the course award at Higher Grade level the pupils will complete class assessments for each of the areas of study along with the final course assessment which includes an **SQA Question Paper** and an **SQA Business Research Assignment**.

CAREER PATHWAY

Successful completion of this course could support progression towards:

- Advanced Higher Business Management
- College/University courses
- Employment in areas such as Marketing, Human Resource, Finance, Operations, Management.



IT & EMPLOYABILITY

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S5/6 Year Head



ACCOUNTING

HIGHER

SQA AREAS OF STUDY

- Financial Accounting
- Management Accounting



SKILLS DEVELOPED ON THIS COURSE

- Numeracy/financial analysis skills
- Problem solving and decision-making skills
- Communication skills
- Management of risk and business development
- Leadership and management skills
- ICT skills
- Team working skills
- Analysis of data and presentation of information

COURSE ENTRY REQUIREMENTS

Pupils would be expected to have attained:

- National 5 Maths as a minimum
- Also passes in other related courses.
For example, Business Management, Maths,
Science Subjects

COURSE INFORMATION

There are two main areas of focus:

Financial Accounting - Pupils develop their understanding of how to prepare routine and complex financial accounting information such as Manufacturing Accounts and year-end Financial Statements. They learn about current financial accounting regulations and apply them to a range of business structures, and how stakeholders use this information to assess an organisation's current financial position.

Management Accounting - Pupils develop their understanding of internal accounting procedures. They learn how to prepare information using a range of routine and complex accounting techniques such as Process Costing, Overhead Analysis and Investment Appraisal. They will also learn how management use this information when making decisions about the planning, control and future direction of an organisation.

ASSESSMENT

To achieve the course award at Higher Grade level the pupils will complete class assessments for each of the areas of study, along with the final course assessment which includes **an SQA Question Paper** and an **SQA Accounting Assignment**.

CAREER PATHWAY

Successful completion of this course could support progression towards:

- College/University courses
- Employment in areas such as Accounting, Finance, Financial Management, Banking



IT & EMPLOYABILITY

For further information about this course please contact:

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Teaching Staff: Business Education
S5/6 Year Head

