S2 OPTIONS

BUSINESS EDUCATION

- Accounting
- Administration and IT
- Business Management

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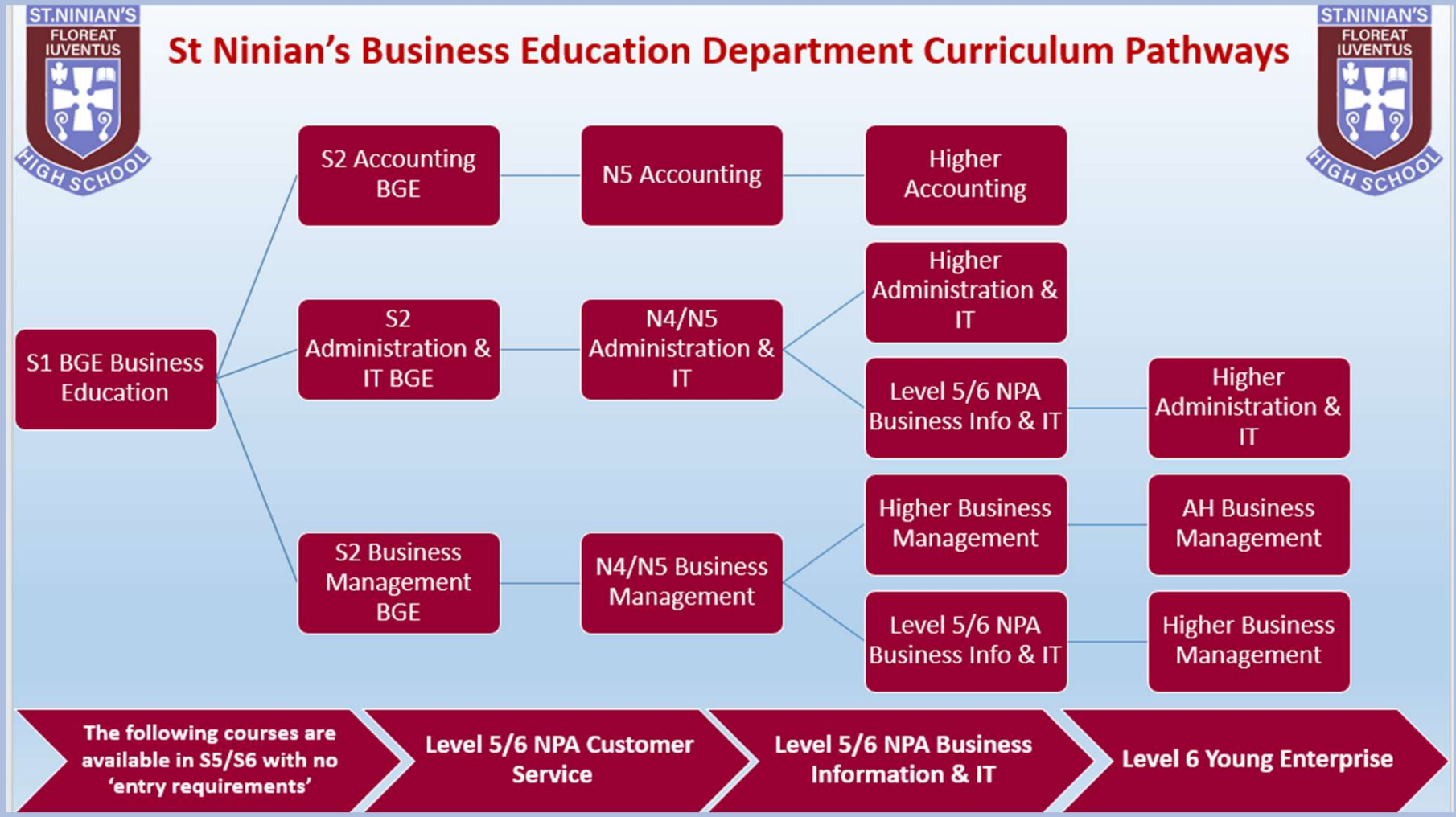
We share up to date examples of pupil activities on here and we have videos of pupils that have studied **Business subjects** with their thoughts on the subjects ☺

STAFF – MEET THE TEAM

- Mrs Andrews
- Mrs Lorimer
- Mrs Martin
- Mrs McFetridge – Principal Teacher
- Miss Thom
- Miss Campbell
- Miss Meehan
- Mr Bradley
- Mr Brown

PATHWAYS


St Ninian's Business Education Department Curriculum Pathways
S1 BGE Business Education
S2 Accounting BGE
N5 Accounting
Higher Accounting
S2 Administration & IT BGE
N4/N5 Administration & IT
Higher Administration & IT
Level 5/6 NPA Business Info & IT
Higher Administration & IT
S2 Business Management BGE
N4/N5 Business Management
Higher Business Management
AH Business Management
Level 5/6 NPA Business Info & IT
Higher Business Management
The following courses are available in S5/S6 with no 'entry requirements'
Level 5/6 NPA Customer Service
Level 5/6 NPA Business Information & IT
Level 6 Young Enterprise

MISS THOM - FORMER PUPIL

"As a pupil at St Ninian's, I studied all 3 subjects that the department offers. I learned lots of useful skills for school, university and work. I developed ICT skills, communication skills, confidence, team-working skills and lots more! I was inspired to become a Business Education teacher by the amazing staff in the department and we hope that we can inspire you too!" Miss Thom – Business Education Staff

Why study Administration & IT?

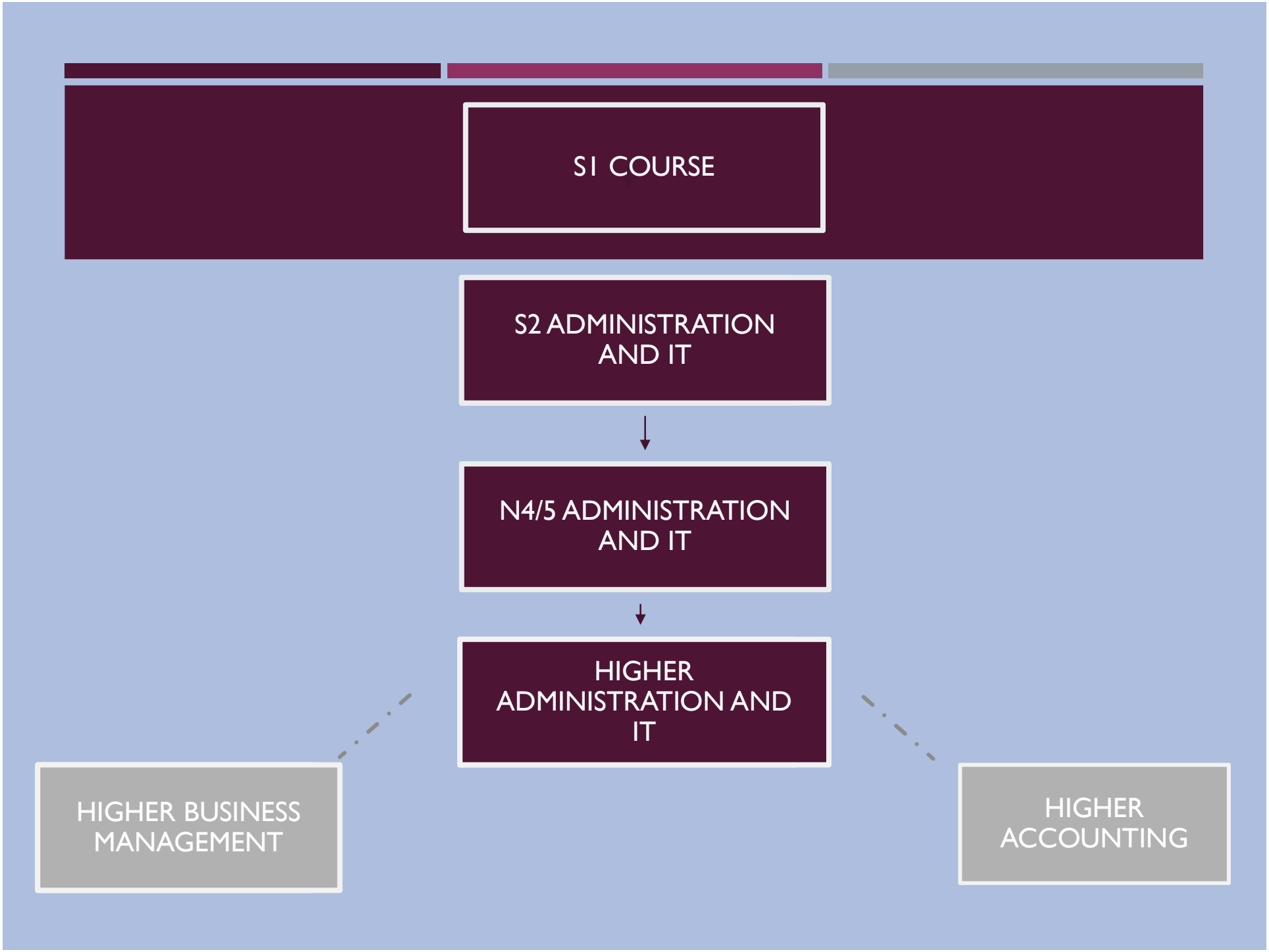
Administration is a growing sector offers wide-ranging employment opportunities. Moreover, IT skills have extensive application not only in employment but also in other walks of life.

You will gain skills in managing information, organising, planning, problem solving and decision making.

The skills that you develop are useful in areas such as office work, economics, human resource management, management services and public services administration.

S2 ADMINISTRATION AND IT

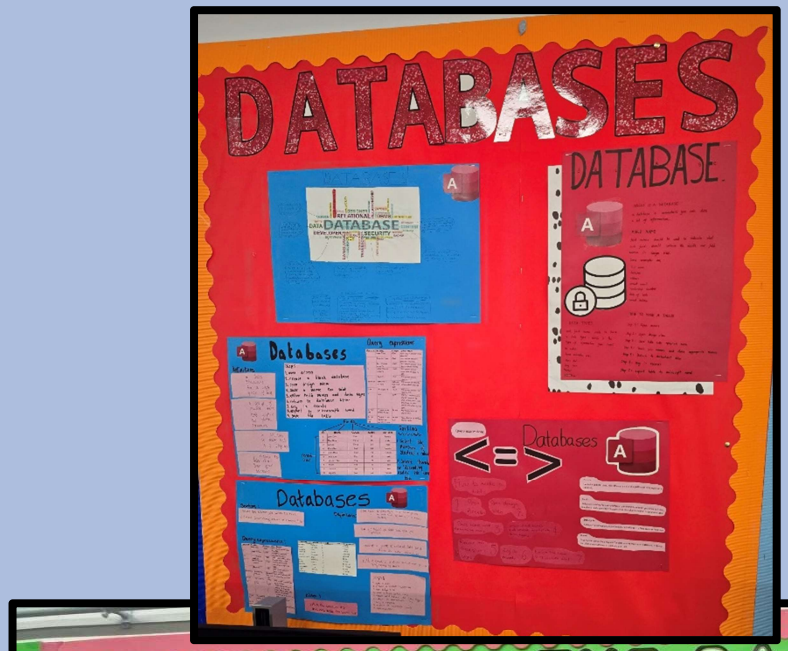
BUSINESS EDUCATION DEPARTMENT

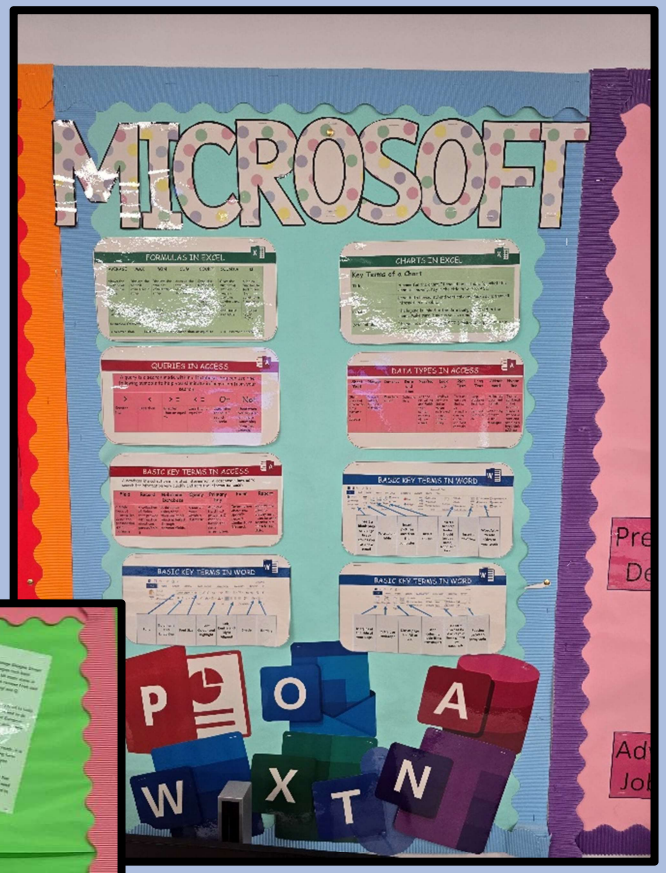

S1 COURSE
S2 ADMINISTRATION AND IT
N4/5 ADMINISTRATION AND IT
HIGHER ADMINISTRATION AND IT
HIGHER BUSINESS MANAGEMENT
HIGHER ACCOUNTING

COURSE CONTENT

- Communication – Outlook, Powerpoint
- Digi Inventor Team Challenge – Develop your own App
- Word Processing
- Internet Research
- Databases
- Spreadsheets
- Managing the Band Project – Outlook, Calendar, Powerpoint, Internet Research, Desk Top Publishing

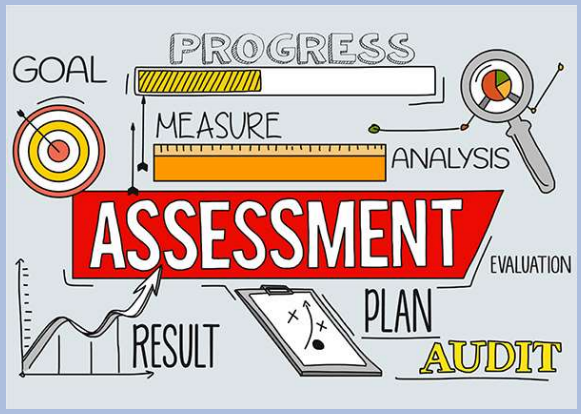
SOME EXAMPLES OF PUPIL DISPLAYS





ASSESSMENT

- Practical tests using ICT Software designed to introduce the National 4 5 assessment layouts
- Team Challenge – Digi Inventors
- Self Assessment
- Peer Assessment
- Verbal communication
- Posters
- PowerPoints



SKILLS

- Digital Skills
- Teamwork
- Problem solving
- Working to deadlines
- Attention to detail
- Creativity
- Communication
- Presentation

WHAT OUR PUPILS SAY

WHY DID I PICK ADMIN

- Admin gives skills for life. it is a very fun and practical course with lots of different tasks.
- The whole department are really friendly and are more than happy to help with anything you may be stuck with

WHY YOU SHOULD CHOOSE ADMIN

Admin gives you skills for later on in life. You should really consider choosing admin if you like working on the computers. The work you do in admin is exciting.

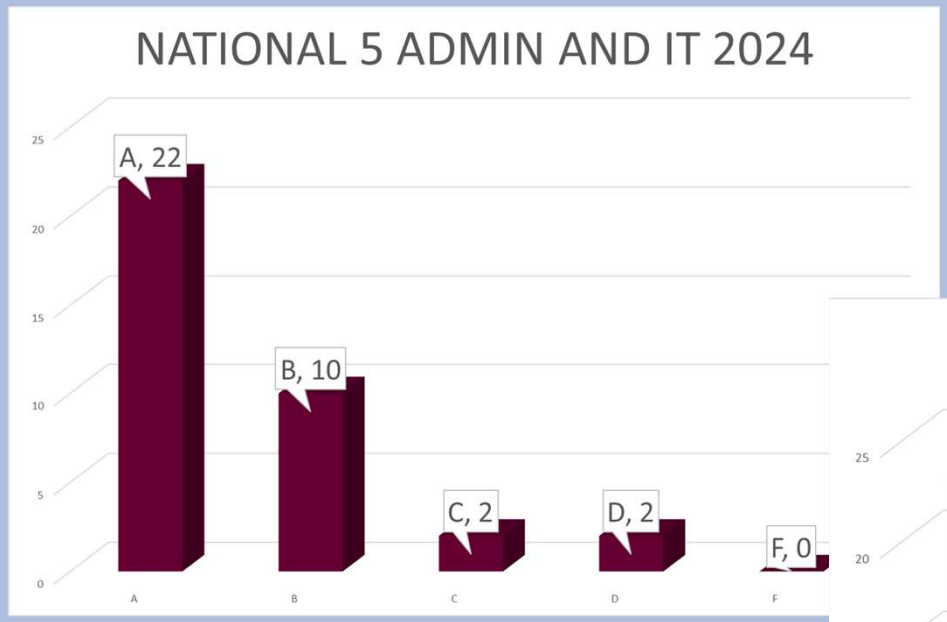
Why you should pick admin

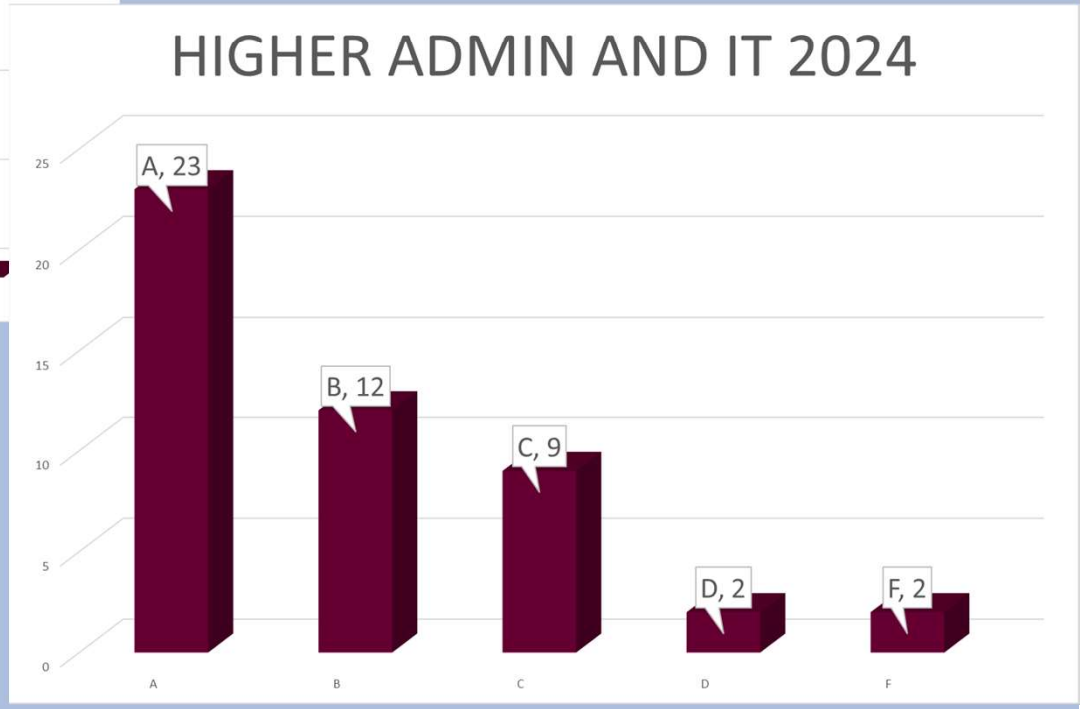
- Admin is fun and enjoyable to learn
- You do most your work on the computers
- Admin really helps you with your everyday use of technology

What I have learned.

- This class has given me many skills I will benefit off in later life.
- My computer skills have developed a lot since the start of S2 and I do not regret choosing this subject.

ADMINISTRATION AND IT SQA 2024





EXTRA CURRICULAR

- S1 Business Club – Join a team of forward thinking enterprising pupils to develop a Business Idea and raise money for charity. We meet on a Thursday in Business Education.
- Business Trips – We make an effort to work with business partners to bring businesses into school and to visit businesses to enhance learning.

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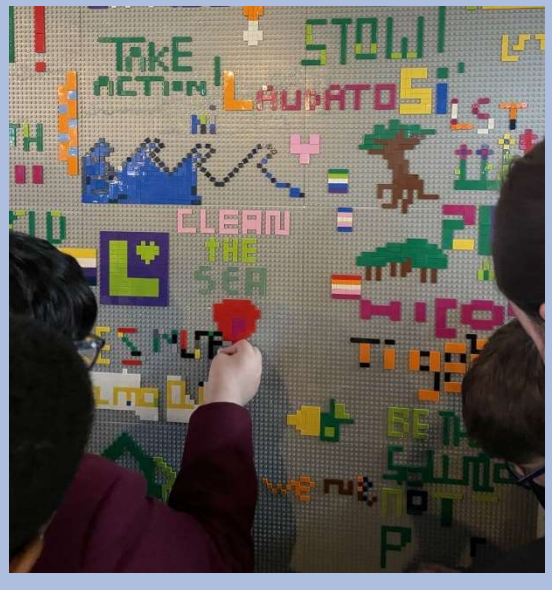
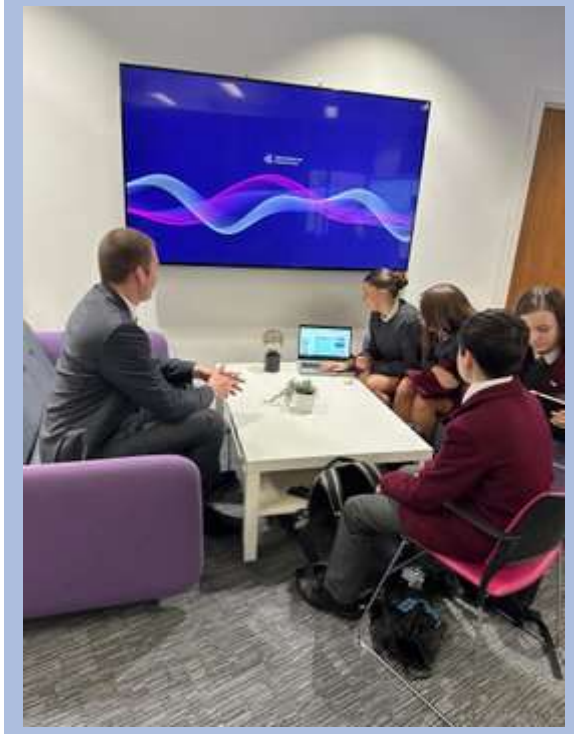
DISNEYLAND PARIS MAY 2024

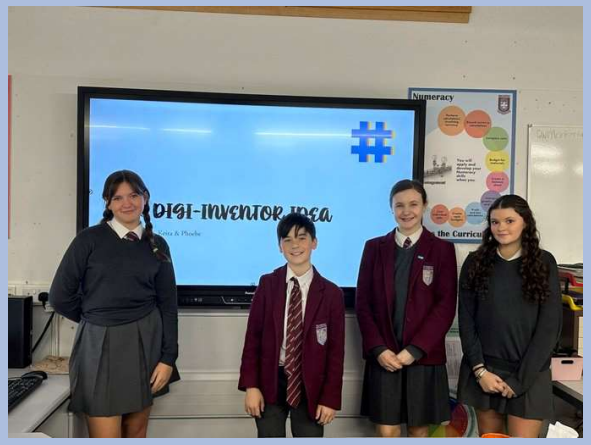
- We are delighted to be offering trips once again and heading to Paris again in May with S3 Business Education Pupils.
- We will visit:
  - Disney Land Paris
  - Montparnasse Tower
  - Bateaux Mouches
  - Stade De France – Behind Scenes Tour
  - Cadbury World (Birmingham)

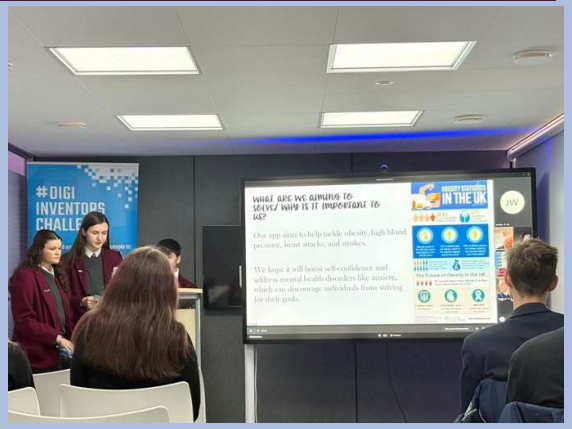
BUSINESS CLUB TRIP TO COP 26



DIGI INVENTORS COMPETITION 2024





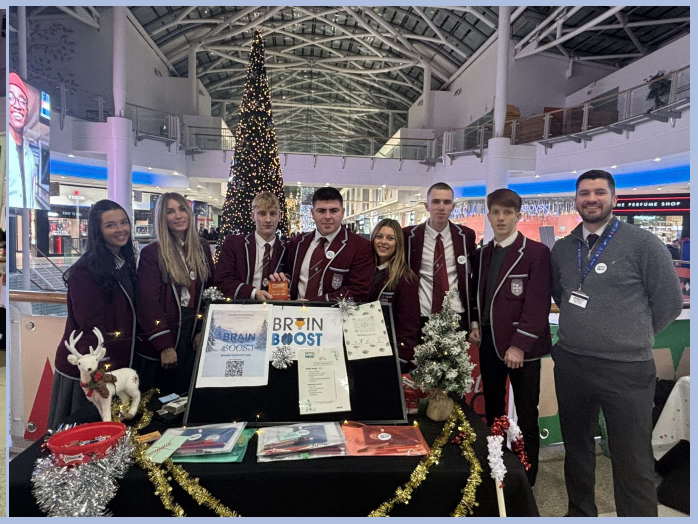


BUSINESS CLUB TRIP TO SOCIAL ENTERPRISE DRAGONS DEN

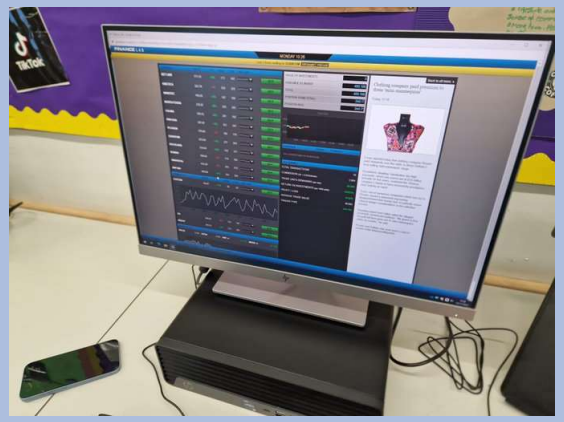
LUSH WORKING WITH BUSINESS PUPILS IN SENIOR PHASE

YOUNG ENTERPRISE 2025

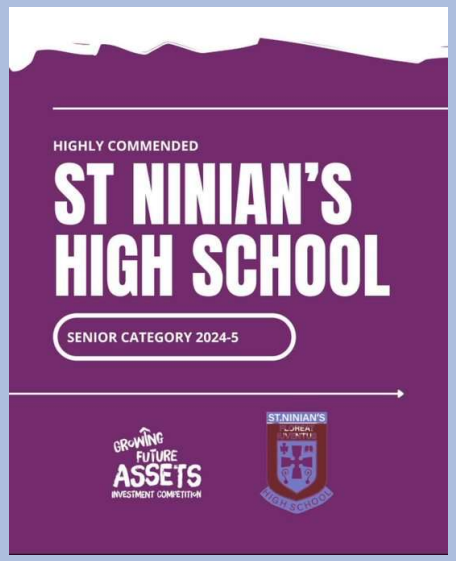
Two groups in 2025 – The Solemates & Brain Boost



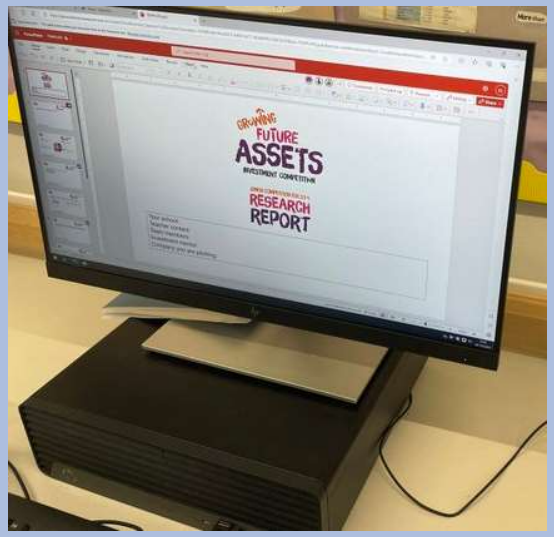
BNP PARIBAS INVESTMENT CHALLENGE



FUTURE ASSETS INVESTMENT CHALLENGE



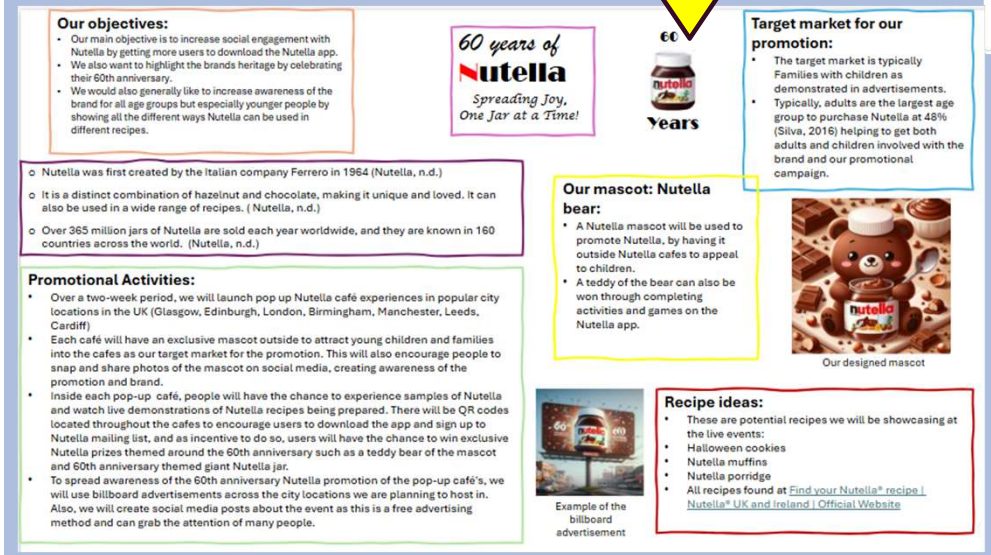
FUTURE ASSET



STRATHCLYDE MARKETING CHALLENGE – CUSTOMER SERVICE

Customer Service NPA were winners in the 2024 Strathclyde Marketing Challenge!

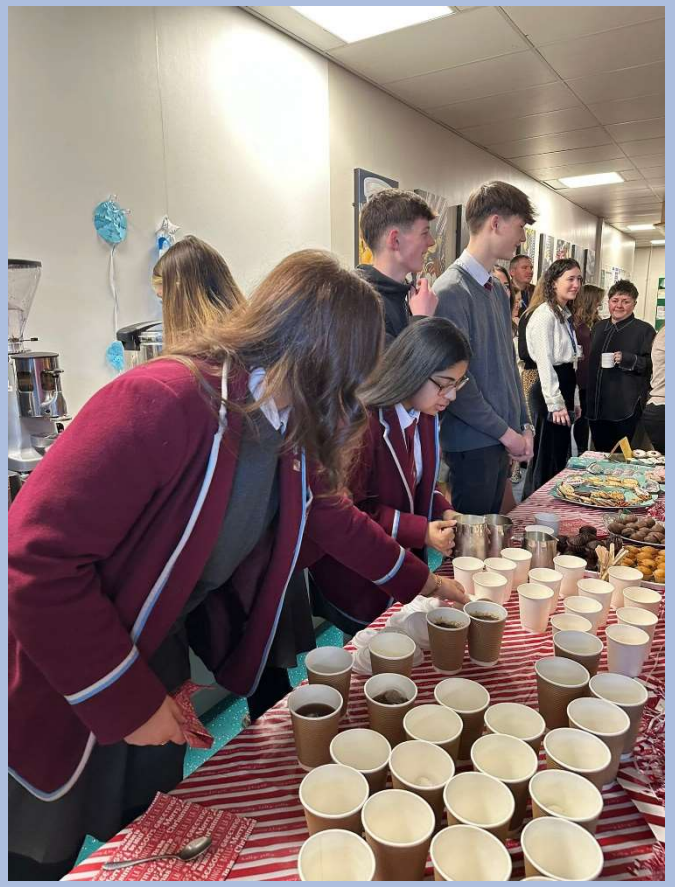
2nd Prize



3rd Prize

University of Strathclyde Business School

CUSTOMER SERVICE RESEARCHING REAL LIFE EXAMPLES



RETAILING (NATIONAL 5)

- New for 2024 course – Retailing!
- This course looks at building practical skills and knowledge needed for future employment in the Retail Sector.
- Pupils have the option to study this course as an additional National 5 qualification during Customer Service lessons
- The units we have covered in this course are:

Working in Retail

Satisfying Customer Needs

Maintaining, Storing and Replenishing Stock

Planning and Implementing a Retail Event

RELEVANT WEBSITES

- SQA Admin and IT
- Planitplus