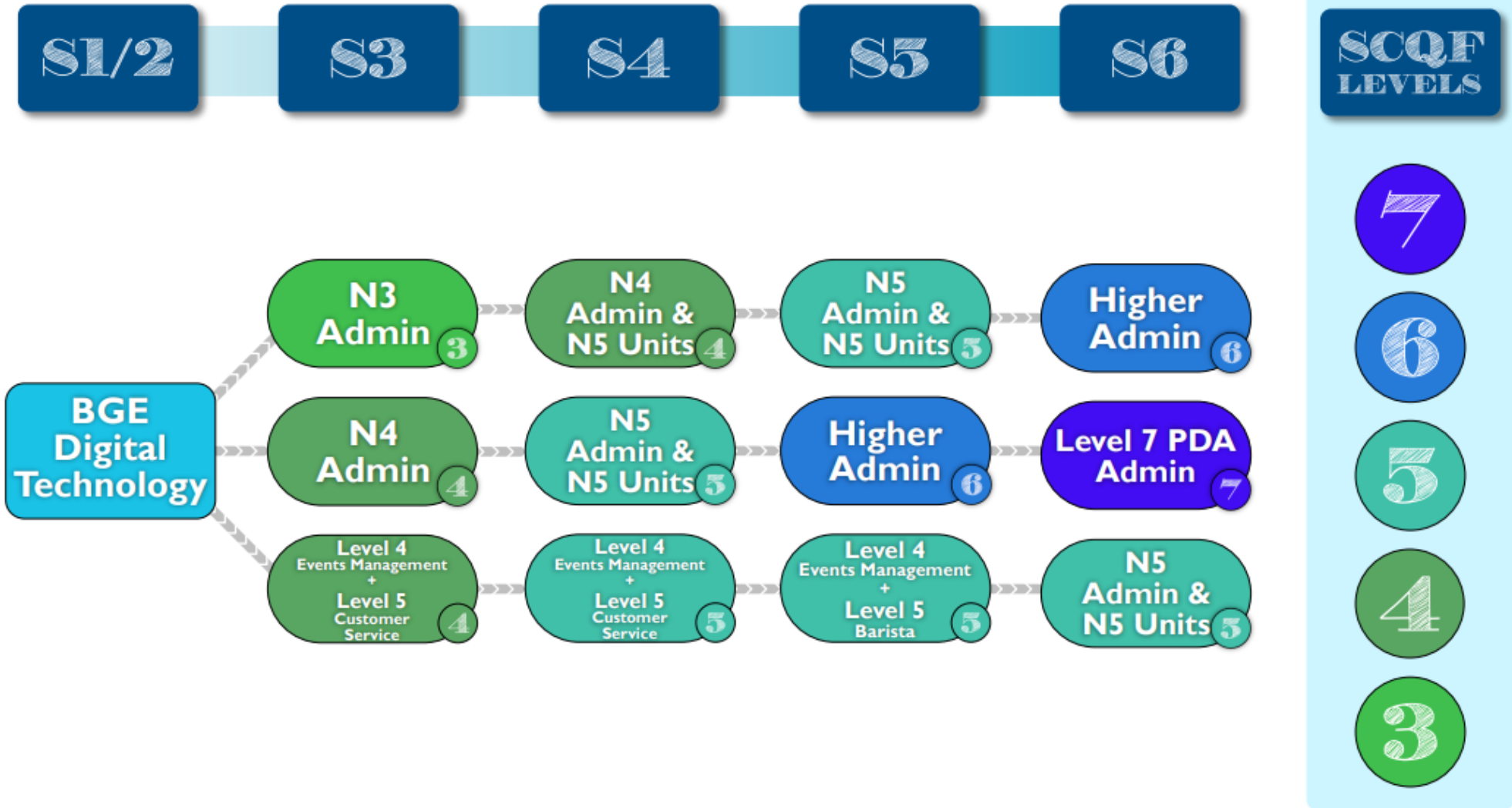
S2 Subject Choices

Business Education & Computing

Administration



SQA

scqf
scottish credit and qualifications framework

Admin & IT – Level 4 & 5

Entry Requirements - Preferred Skills and Knowledge

This course is practical, so you must be willing to use the computers as every task is done using the computer. You need to be good at solving problems. To take Level 5 Admin, you should also be taking Level 5 Maths/Apps of Maths.

Course Content

- Spreadsheets
- Word Processing
- Databases
- Email
- Power Point
- Theory Content assessed via computer: Health & Safety, Customer Service and Office Security.

Admin & IT – Level 4 & 5

Course Assessments

- 3 x Unit Assessments throughout S3 for both Level 4 and 5
- Added Value Assessment at the end of S3 which combines all practical skills learnt in S3
- 3 hour practical exam in March 2027
- 2 hour practical exam in May 2027

Learning Activities & Homework

- Completing practical tasks – similar to S1/2 Digital Technology task booklets
- Theory homework issued at least one a term

Admin & IT – Level 4 & 5

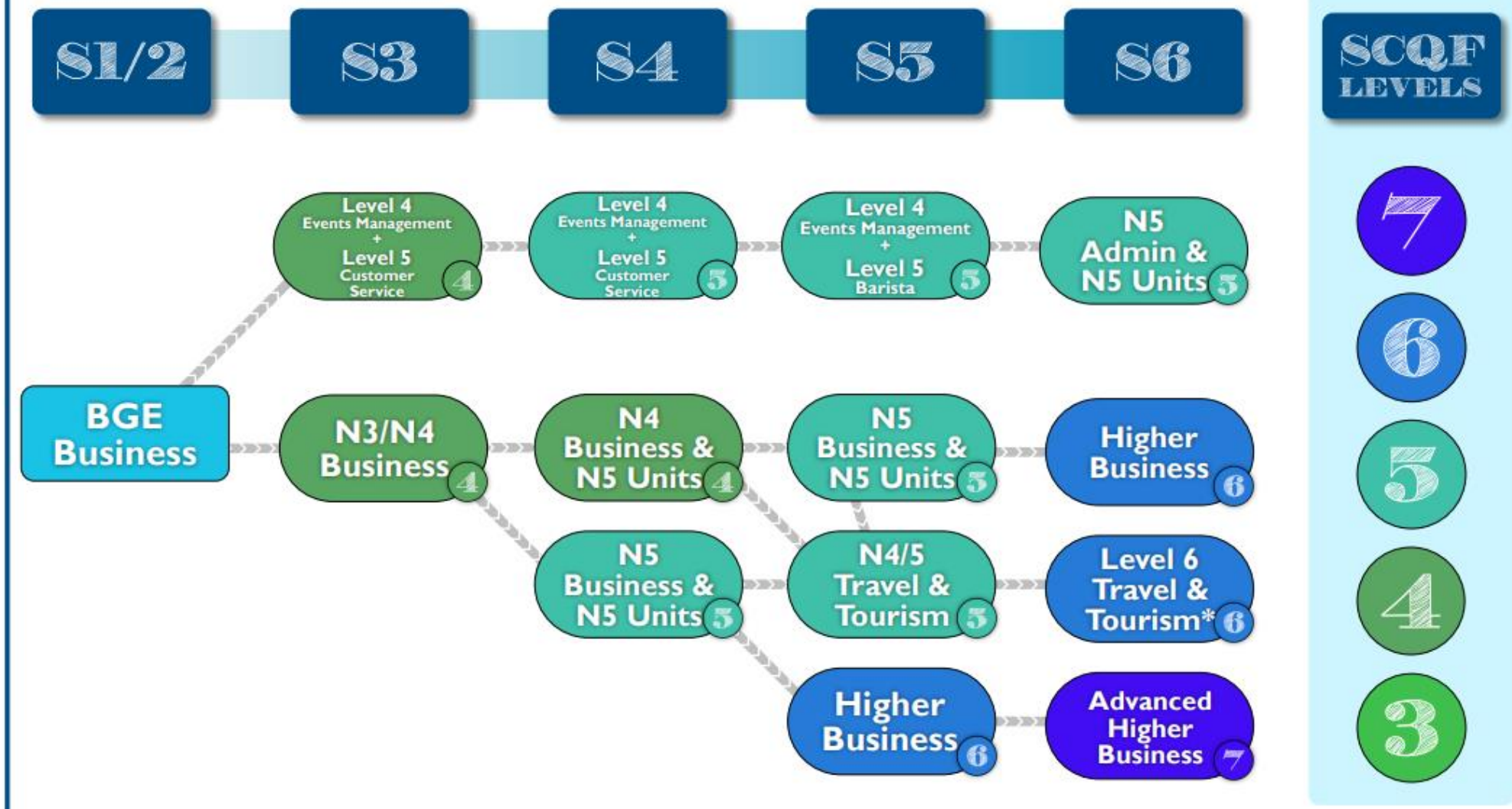
Wider Skills Development

ICT Skills
Resilience
Communication
Organisation
Problem Solving

Progression & Career Opportunities

- Level 5, 6 & 7 Admin courses are offered in Kirkcaldy High School
- Progression to college to study Admin, Business, Legal Services and Accountancy
- Apprenticeships in Admin, Business, Accountancy, Office Services, Legal Services
- Jobs in any field as you will need to know how to use software packages in any job you go into

Business



SQA

scqf scottish credit and qualifications framework

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Business Management – Level 4 & 5

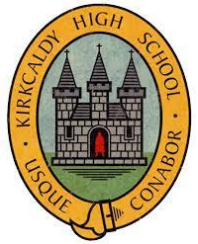
Entry Requirements - Preferred Skills and Knowledge

- **National 3 Business Course :** Having completed this in S1/2 would-be ideal preparation.
- **Interest in Business:** A genuine interest in how businesses operate, the economy, and current events will make the course more engaging.
- **Being happy to write** and not use computers often. This course is theory based, unlike Admin which is practical.

Course Content

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

Business Management – Level 4 & 5



Course Assessments

- Everyone will complete 2 internally assessed unit assessments at Level 4 level
- 5 x Unit Assessments throughout S3/S4 for Level 5
- 2 hour practical exam in May 2027 for Level 5

Learning Activities & Homework

- Homework given monthly
- Class tasks
- Kahoots & Quizzes
- Dragon's Den style challenge

Business Management – Level 4 & 5

Wider Skills Development

ICT Skills	Resilience	Communication
Organisation	Problem Solving	Numeracy
Analytical Skills	Organisational Skills	Teamwork

Progression & Career Opportunities

- Level 4-7 Business courses are offered in Kirkcaldy High School
- Progression to college/university to study Admin, Business, Legal Services and Accountancy
- Apprenticeships in Business and Accountancy

Events Management with Customer Service – Level 4 & 5

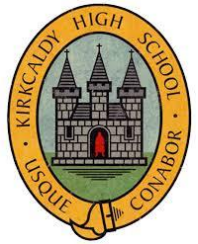
Entry Requirements - Preferred Skills and Knowledge

- This level 4 course has no entry requirements, but you will need to be willing to work together as a team to plan a successful event.
- There will also be a unit of IT skills, so a willingness to use the computer to build on IT skills learned in S1/2 is essential.
- This course will allow you to explore your creativity whilst building self confidence and allowing you to develop a range of transferable skills essential for all future career paths.

Course Content

- IT Solutions
- Skills for Customer Care
- Digital Culture: Social Software
- Assisting with an Event

Events Management with Customer Service – Level 4 & 5



Course Assessments

- Internally assessed coursework for each of the 4 topic areas which will be completed during class time.
- Planning, organising and overseeing an event in school.

Learning Activities & Homework

- Completion of practical tasks on the computer.

Events Management with Customer Service – Level 4 & 5

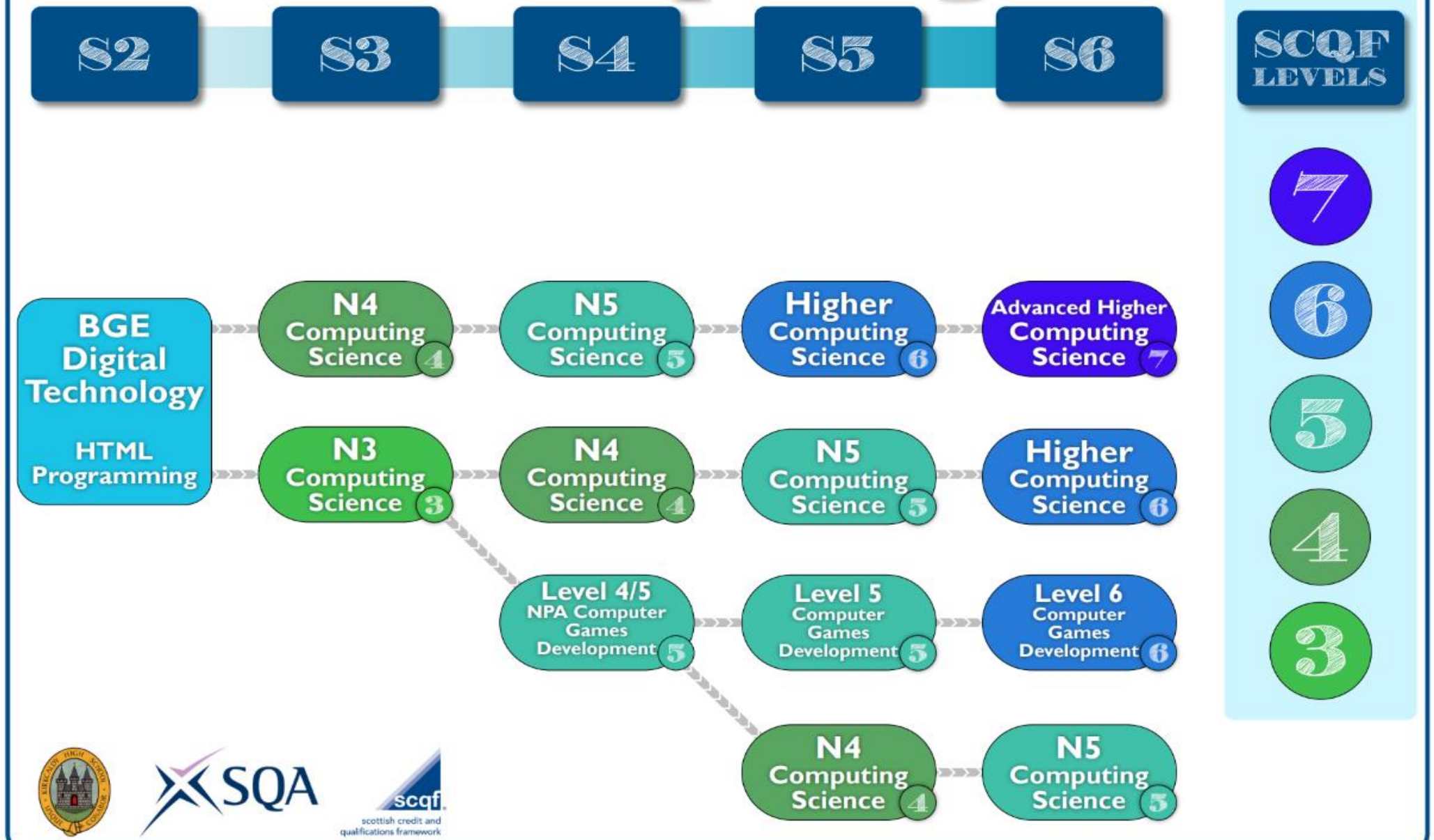
Wider Skills Development

- ICT & Digital Skills
- Communication & Working with Others
- Entrepreneurial & Employability Skills
- Research and Presentation Skills
- Organisation & Problem Solving

Progression & Career Opportunities

- N5 Administration or N5 Business at Kirkcaldy High School.
- Progression to college to study Events further – usually paired with Hospitality.
- Employment in a customer facing role

Computing


S2
S3
S4
S5
S6
SCQF LEVELS
7
6
5
4
3
BGE Digital Technology
HTML Programming
N4 Computing Science 4
N5 Computing Science 5
Higher Computing Science 6
Advanced Higher Computing Science 7
N3 Computing Science 3
N4 Computing Science 4
N5 Computing Science 5
Higher Computing Science 6
Level 4/5 NPA Computer Games Development 5
Level 5 Computer Games Development 5
Level 6 Computer Games Development 6
N4 Computing Science 4
N5 Computing Science 5
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Computing Science – Level 4 & 5

Entry Requirements - Preferred Skills and Knowledge

- You should have achieved level 3 in Digital Technologies by the end of S2.
- You should have also made good progress with coding and web design in S2.
- You will also enjoy logical thinking/puzzles and coming up with creative ways to solve problems.

Course Content

- You will learn how to design and develop software to solve specific problems.
- You will create web sites using HTML, create code solutions using high level programming language and learn to manage and manipulate data using SQL.
- You will also get to know the structure of a computer and how it works.

Computing Science – Level 4 & 5

Course Assessments

S3 – N4 Computing Sc
2 x Units: Web Design, Software Development
(**S4**) 1 x AVU (If required)

S4 – N5 Computing Sc
Coursework Task (6 hours)
Exam

Learning Activities & Homework

Practical Tasks – Analysing/Designing/Coding

Theory questions & problem solving

Computing Science – Level 4 & 5

Wider Skills Development

Digital Creativity & Literacy
Problem Solving
Computational Thinking

Progression & Career Opportunities

- Computer programmes directly affect every aspect of our daily lives and as the digital world is rapidly evolving, the need for computer scientists continues to grow.
- You can go to college or university for further study of Computing Science and related areas such as games Development, Cyber Security and Data Science
- You can also enter employment in a wide range of settings where problem solving and critical thinking are required.

Computer Games Development (Level 4 & 5)

Entry Requirements - Preferred Skills and Knowledge

- You should have a keen interest in gaming, digital media, puzzles and problem solving.
- You should welcome the chance to use your creativity to design and make games.

Course Content

- You will learn how to design and develop software to solve specific problems.
- In S3 you will design and create web sites using software packages and code games in Scratch, Kodu & MakeCode.
- In S4, you will start to work towards the Computer Games Development NPA at Level 4 or 5.
- The first year of this course you will have the chance to work towards N3 Computing Science with the final year focused on the NPA Computer Games Development at L4 or L5.

Computer Games Development (Level 4 & 5)

Course Assessments

S3 – N3 Computing
Building a Digital Solution – SCRATCH GAME
Information Solutions – Web Page

S4 – NPA Computer Games Development
3 x Units: Design, Media, Development
3x Outcomes each

Learning Activities & Homework

Practical tasks – Proposing/designing & developing a computer game

Researching & reporting on the elements of game design

Computer Games Development (Level 4 &5)

Wider Skills Development

Digital Creativity/Literacy
Problem solving

Progression & Career Opportunities

- The video game industry has been fast-growing and will likely continue to grow. For example, job opportunities in areas like VR, AI and esports are likely to increase.
- You can go to college or university for further study of Computing Science and related areas such as games Development, Cyber Security and Data Science
- You can also enter employment in a wide range of settings where problem solving and critical thinking are required.