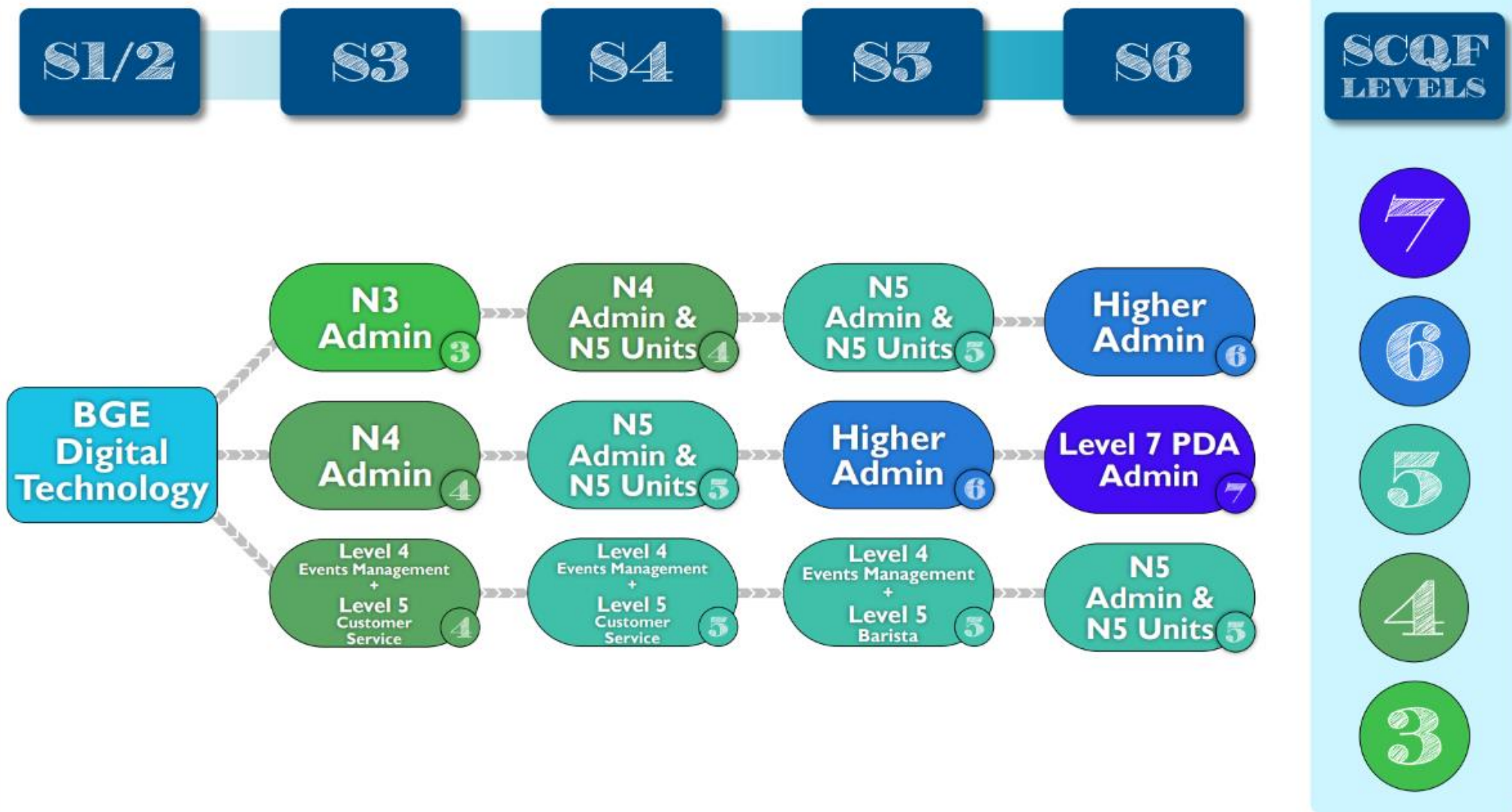


The background of the slide features the official logo of the University of Canterbury. It is a circular emblem with a gold border containing the Latin motto "LABOR • TOC • KIRKCU" (partially visible). The center of the logo depicts a stylized building with three prominent spires and a central entrance with a red door.

S4/5 Subject Choices

Business Education & Computing

Administration



Events Management with Barista – 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.

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
- L5 Barista – making hot and cold drinks

Events Management with Barista – 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.
- Preparing & serving a range of hot & cold drinks to customers in the KHS Coffee Shop.

Learning Activities & Homework

- Completion of practical tasks on the computer.
- Setting up, operating, cleaning and closing down of specialist equipment for Barista.

Events Management with Barista – Level 4 &5



Wider Skills Development

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

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 or Hospitality.

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

Admin & IT – Level 6



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 6 Admin, you should also have achieved 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 Time Management.

Admin & IT – Level 6



Course Assessments

- 3 x Unit Assessments throughout year
- 2 hour practical exam in March 2026
- 2 hour theory paper in May 2026

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 6



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

Admin & IT – Level 7



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 7 Admin, you should have achieved Higher Admin units and/or a course award for Higher Admin. Entry outwith these criteria is at the discretion of Miss Nessel only.

Course Content

- Spreadsheets
- Word Processing
- Databases
- Power Point
- Theory Content assessed via computer: Legislation

Admin & IT – Level 7



Course Assessments

- 3 x Unit Assessments throughout year
- No final exam or prelim

Learning Activities & Homework

- Using prior knowledge, teacher demonstrations and course notes to work out how to solve business problems for each unit
- No homework is issued for this course except completing any outstanding tasks as and when required

Admin & IT – Level 7



Wider Skills Development

ICT Skills

Resilience

Communication

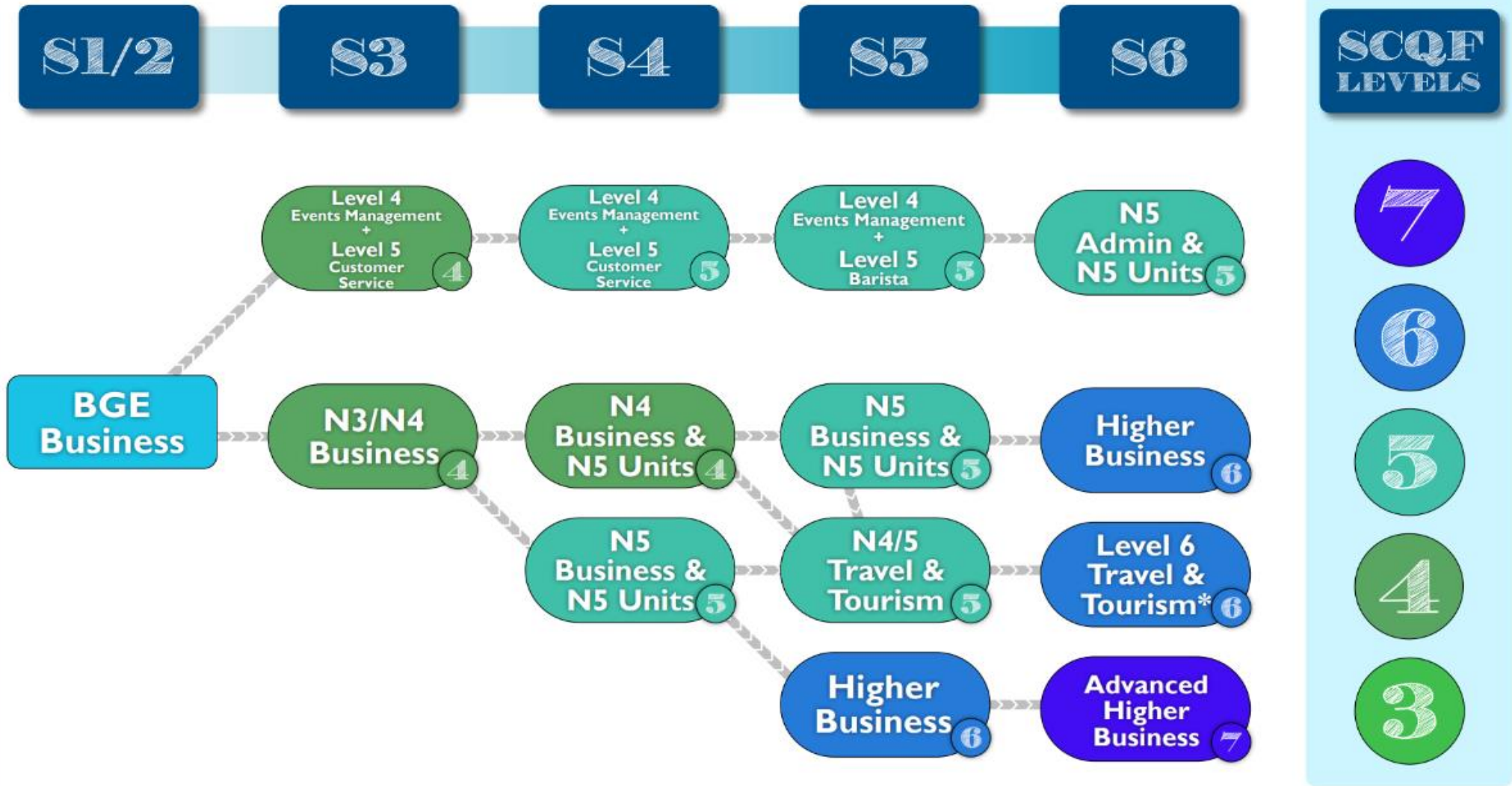
Organisation

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



*Delivered by Fife College

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
Organisation
Analytical Skills

Resilience
Problem Solving
Organisational Skills

Communication
Numeracy
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

Business Management - Level 6



Entry Requirements – Qualifications, Skills and Knowledge

To be considered for Higher Business you should have passed National 5 Business with an A-C grade or be studying (or have already passed) National 5 English with an A-C grade.

You should also be good at analytical thinking and be comfortable preparing written answers.

Course Content

You will cover 5 topic areas throughout the Higher Business course. These are:

Understanding Business, Marketing, Operations, Human Resources and Finance.

Business Management - Level 6



Course Assessments

As there are 5 topics in the Higher Business course, you will sit 5 end of unit assessments throughout the year in addition to a prelim.

You will also prepare a report on a business of your choice which is worth 25% of your final grade. The final exam is externally assessed and is worth the other 75% of your final grade. This is graded A-D.

Learning Activities & Homework

In class you will get the opportunity complete tasks relating to the lesson content and well as gain experience in how to correctly answer exam questions. There may also be the possibility of going on a class trip during the year to experience a part of the course in 'real life'.

You will also receive regular homework which will be uploaded to the class team and submitted electronically. This will help to embed the information you are learning in class and give you good grounding for your prelims and final exam.

Business Management - Level 6



Wider Skills Development

Studying this course will help you to develop skills in:

Problem solving

Critical thinking

Organisation

Communication

Progression & Career Opportunities

After studying Higher Business, you can gain employment in a wide range of settings where communication and critical thinking are important.

You can also go on to study Business at Advanced Higher level in S6, or at college and university level where you can gain a greater depth in Business Management and related areas such as Marketing, Human Resources, Advertising and Accounts etc. Apprenticeships are also available in Business.

Business Management – Level 7



Entry Requirements - Preferred Skills and Knowledge

This course involves lots of written work, as well as the ability to work on your own to complete tasks with minimal supervision. To take Level 7 Business, you should have achieved a course award for Higher Business at Grades A or B.

Course Content

- External Influences on Business – Government, Technology, Ethics, ASEAN & China, Multinationals
- Evaluating Business Information – SWOT Analysis, Force Field Analysis, Gantt Charts, Reviewing Financial Records
- Internal Influences on Business – Equality Act, Management Theories, Change, Time/Task Management, Teams

Business Management – Level 7



Course Assessments

- 3 x Unit Assessments throughout year
- 40 Mark Assignment completed throughout the year
- 2 hour and 45 min exam (Same as L6 Business) in May 2026

Learning Activities & Homework

- Homework issued at least once, but likely twice a term
- Teams Assignments issued per small topic
- Past Papers per small topic

Business Management – Level 7



Wider Skills Development

Analysis

Logical Thinking

Planning

Communication

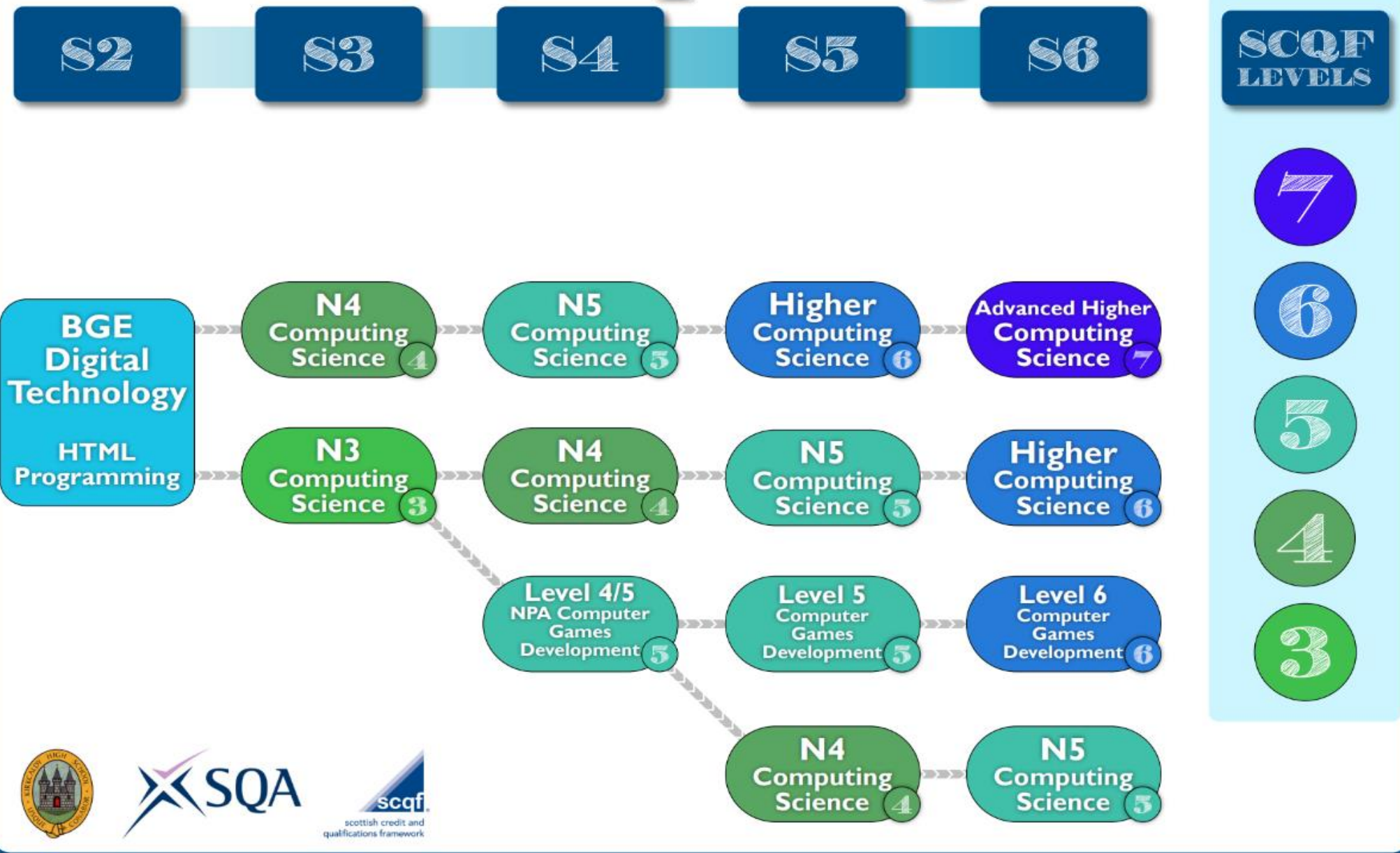
Organisation

Problem Solving

Progression & Career Opportunities

- Level 5, 6 & 7 Business 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

Computing



Computing Science – Level 4 & 5



Entry Requirements - Preferred Skills and Knowledge

- You should ideally have enjoyed coding and web design in S2 or achieved N4 in S4.
- You may have completed Games Development in S4 and shown competence problem solving & in coding.
- Alternative entry - Individual circumstances considered including performance at N4/N5/Higher in relevant subjects. You will also enjoy logical thinking/puzzles and problem solving.

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

N4 Computing Sc

2 x Units: Web Design, Software Development
1 x AVU

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.

Computing Science – Higher



Entry Requirements - Preferred Skills and Knowledge

- You should have achieved N5 Computing Science.
- Alternative entry - Individual circumstances considered including performance at N5/Higher in relevant subjects. You will also enjoy logical thinking/puzzles and problem solving.

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 – Higher



Course Assessments

Coursework Task (6 hours)

Exam

Learning Activities & Homework

Practical Tasks – Analysing/Designing/Coding

Theory questions & problem solving

Computing Science – Higher



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, 6)



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.
- NPA Computer Games Development at L4, L5 or L6.
 - Design – Game proposals, Elements of a Computer Game
 - Media – Graphics, Audio & Text
 - Development – Create a game in Gamemaker

Computer Games Development (Level 4, 5, 6)



Course Assessments

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, 6)



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.