



**KIRKCALDY HIGH SCHOOL**  
Community, Ambition, Respect

# **S4/5 Subject Choices**

**Faculty of Business Education, and Computing**

# Administration



S1/2

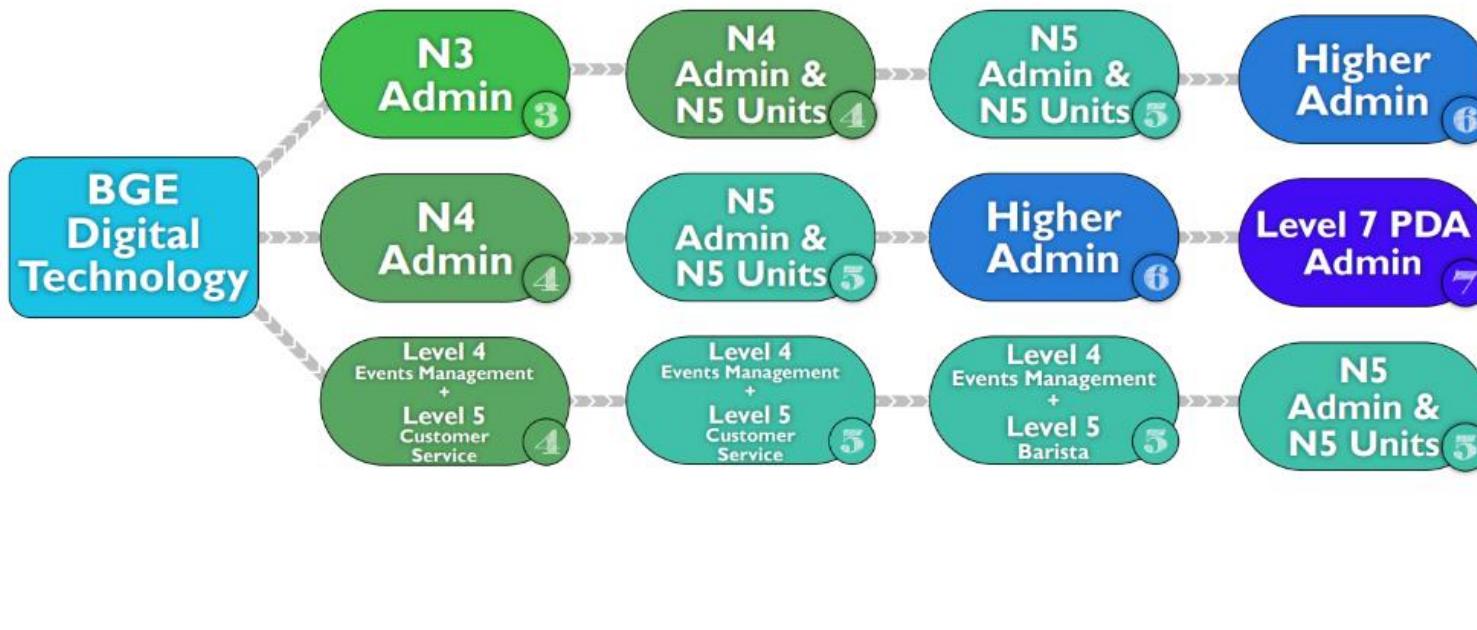
S3

S4

S5

S6

SCQF  
LEVELS



# 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
Employability Skills	Organisation	Problem Solving
Research Skills	Presentation Skills	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.



# Events Management (Level 6)

## Entry Requirements - Preferred Skills and Knowledge

You should have achieved at least Level 5 Maths/Apps of Maths, and 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

- Planning and Organising Winter Formal
- Branding
- Event Costing
- Corporate Events



# Events Management (Level 6)

## 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.
- Organising Winter Formal



# Events Management (Level 6)

## Wider Skills Development

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

## Progression & Career Opportunities

- Higher Admin
- Progression to college to study Events further – usually paired with Hospitality.
- Employment in a customer facing role or Hospitality.



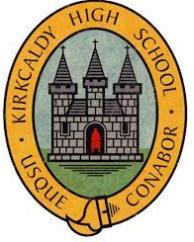
# Admin & IT (Level 4&5)

## Entry Requirements - Preferred Skills and Knowledge

**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/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 Office Security.



# Admin & IT (Level 4&5)

## Course Assessments

- 3 x Unit Assessments throughout the year
- 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
- Practical tasks such as how to use the photocopier



# Admin & IT (Level 4&5)

## Wider Skills Development

ICT Skills	Resilience	Communication
Organisation	Problem Solving	Problem Solving
Numeracy	Analytical Skills	Team work

## 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	Problem Solving
Numeracy	Analytical Skills	Team work

## 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

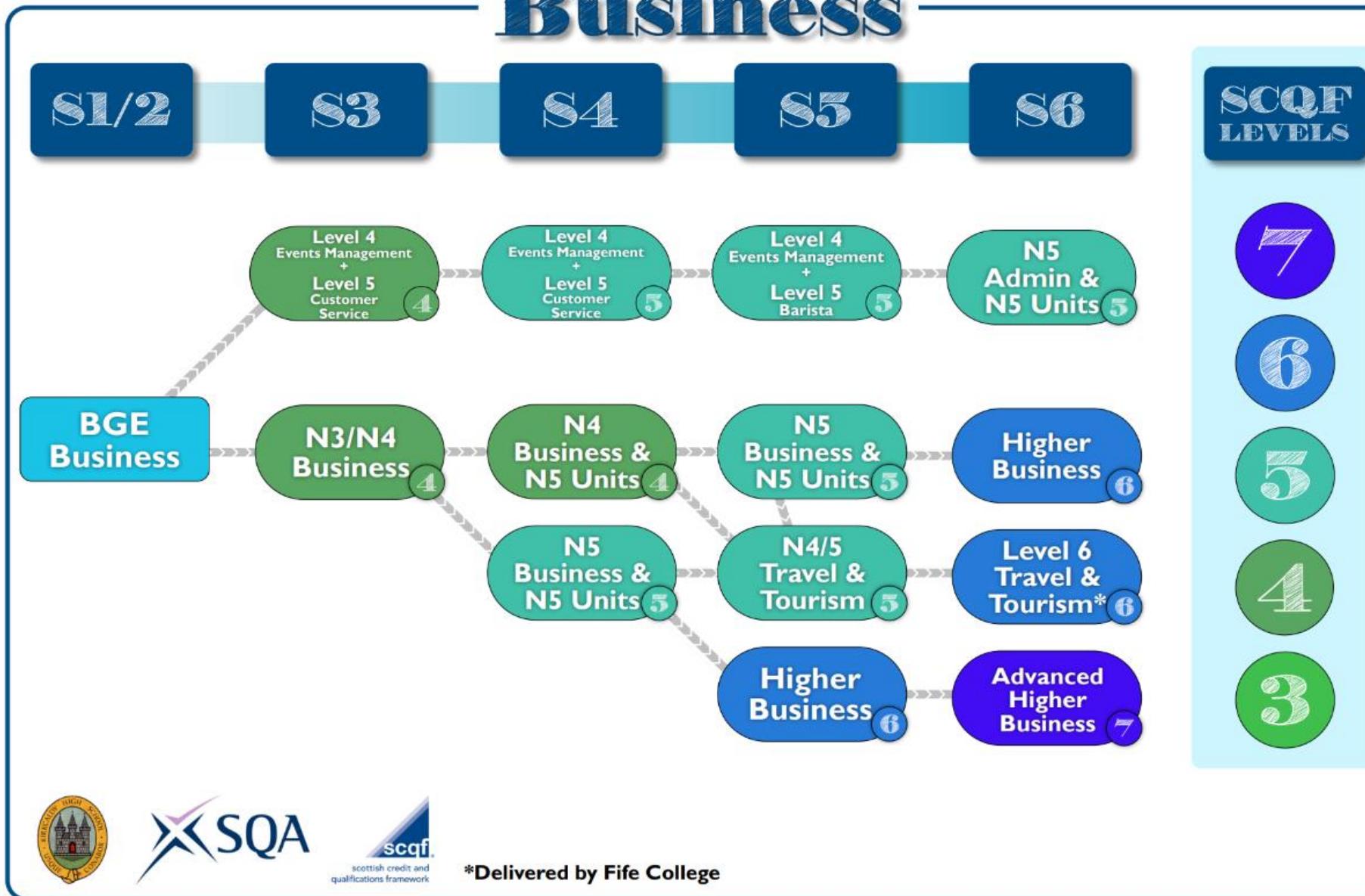
Problem Solving

Presentation Skills

## 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





# 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
- At least 3 x Unit Assessments throughout S3/S4 for Level 5
- Completion of your Unit Assessments will also allow you to achieve NPA L5 Business & Marketing qualification
- 2-hour practical exam in May 2027 for Level 5

## Learning Activities & Homework

- Homework given at least monthly
- Class tasks
- Kahoots & Quizzes



# Business Management (Level 4&5)

## Wider Skill Development

ICT Skills	Resilience	Communication
Organisation	Problem Solving	Problem Solving
Numeracy	Analytical Skills	Team work

## 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

- 5 x End of Unit Assessments
- Business Assignment worth 25% of your final grade.
- 90 Mark Exam in 2027

## Learning Activities & Homework

- Class Tasks
- Homework at least once per month
- Past Paper Practice



# Business Management (Level 6)

## Wider Skills Development

ICT Skills	Resilience	Communication
Organisation	Problem Solving	Problem Solving
Numeracy	Analytical Skills	Team work

## 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 2027

## 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)

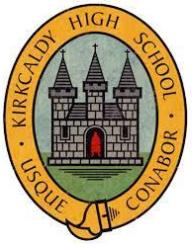
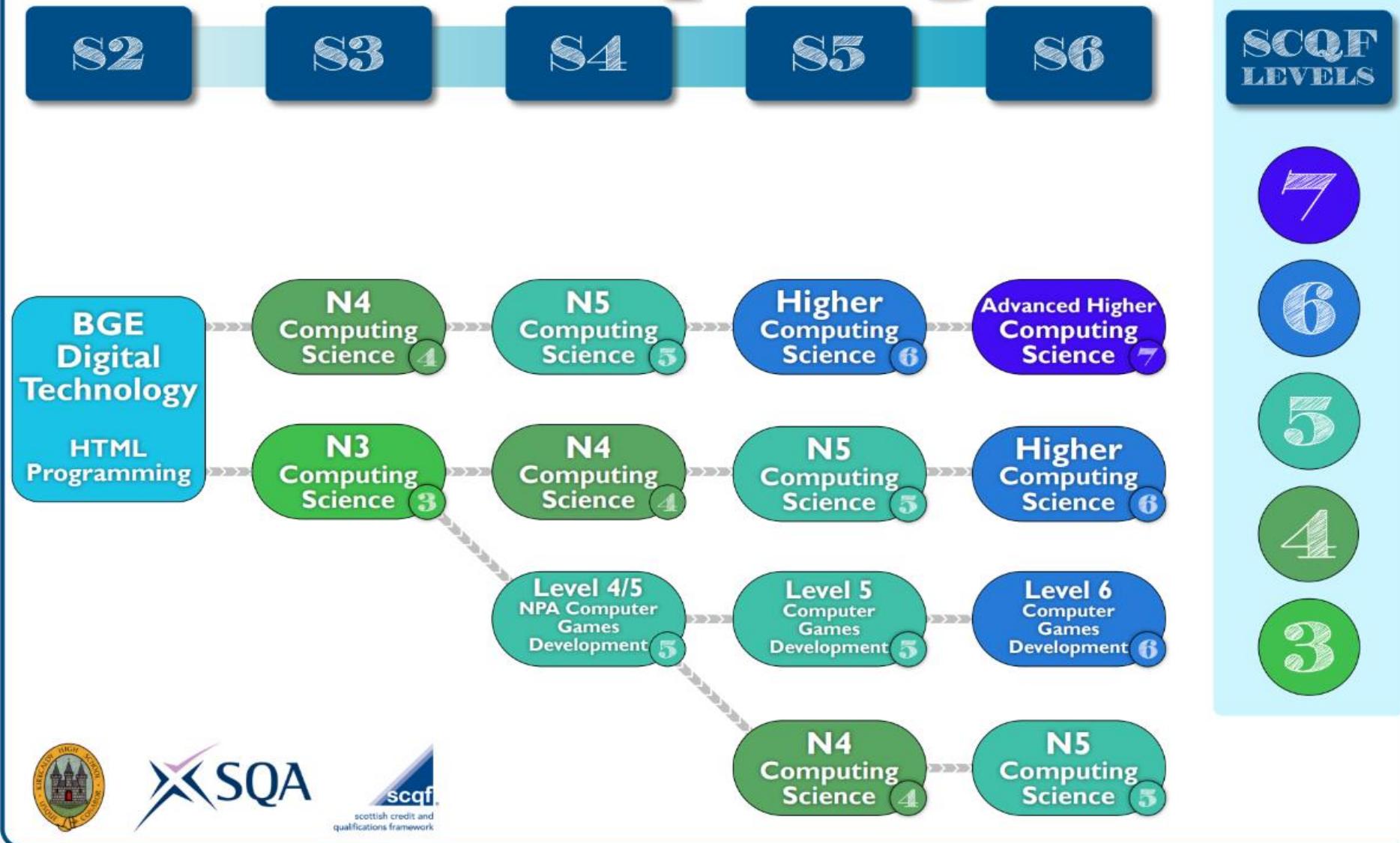
## Wider Skills Development

ICT Skills	Resilience	Communication
Organisation	Problem Solving	Problem Solving
Numeracy	Analytical Skills	Team work

## 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 have achieved level 3 in Digital Technology by the end of S2.
- You may have completed Computer Games or Computing Science by the end of S4.
- 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

### **N4 Computing Sc**

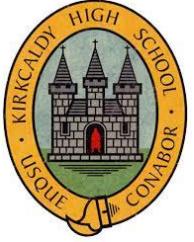
- 2 x Units: Web Design, Software Development
- **(S4)** 1 x AVU (If required)

### **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 programs 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 (Level 6)

## 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 (Level 6)

## Course Assessments

- Coursework Task (6 hours)
- Exam

## Learning Activities & Homework

- Practical Tasks – Analysing/Designing/Coding
- Theory questions & problem solving



# Computing Science (Level 6)

## 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 (Levels 4-6)



## 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.
- 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 (Levels 4-6)



## 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

## (Levels 4-6)



### 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.