

BUSINESS EDUCATION

SENIOR PHASE OPTIONS





LEVEL 6 NPA/HIGHER ACCOUNTANCY

This course is only available to S6 students who are wishing to take up an additional NPA or Higher on completion of either Higher Business Management or Higher Mathematics. The course helps candidates understand and make use of financial information by preparing accounting statements and analyse, interpret and report on an organisation's financial performance. A main feature of the course is developing numeracy and thinking skills. This course requires good numerical/mathematical/problem-solving skills.



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BALANCE SHEET

DEBIT CREDIT





HIGHER ADMINISTRATION & IT

The key purpose of the Higher Administration and IT course is to develop learners' administrative and IT skills and, ultimately, to enable them to contribute to the effective functioning of organisations in supervisory administrative positions.

The Course aims to enable learners to:

- develop knowledge and understanding of administration in the workplace and its importance
- develop a range of IT skills for processing and managing information
- develop a range of skills to communicate complex information effectively, making use of IT



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HIGHER BUSINESS MANAGEMENT

The Higher course builds on the skills, knowledge and understanding gained in National 5 Business Management and can act as an entry to the study of business. Advanced Higher in S6 builds on the skills gained in the Higher course in S5.

Learners combine theoretical and practical aspects of learning through the use of real-life business contexts. The skills, knowledge and understanding will be embedded in current business theory and practice and reflect the integrated nature of organisations, their functions and their decision-making processes.



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BUSINESS



LEVEL 5 NPA BUSINESS & IT

Business with Information Technology is an NPA course at Level 5 combining 4 freestanding units from National Qualifications in Administration & IT and Business Management. It has employment opportunities across the entire economy and offers wide-ranging opportunities. Business and IT skills have extensive application not only in employment but also in other walks of life.

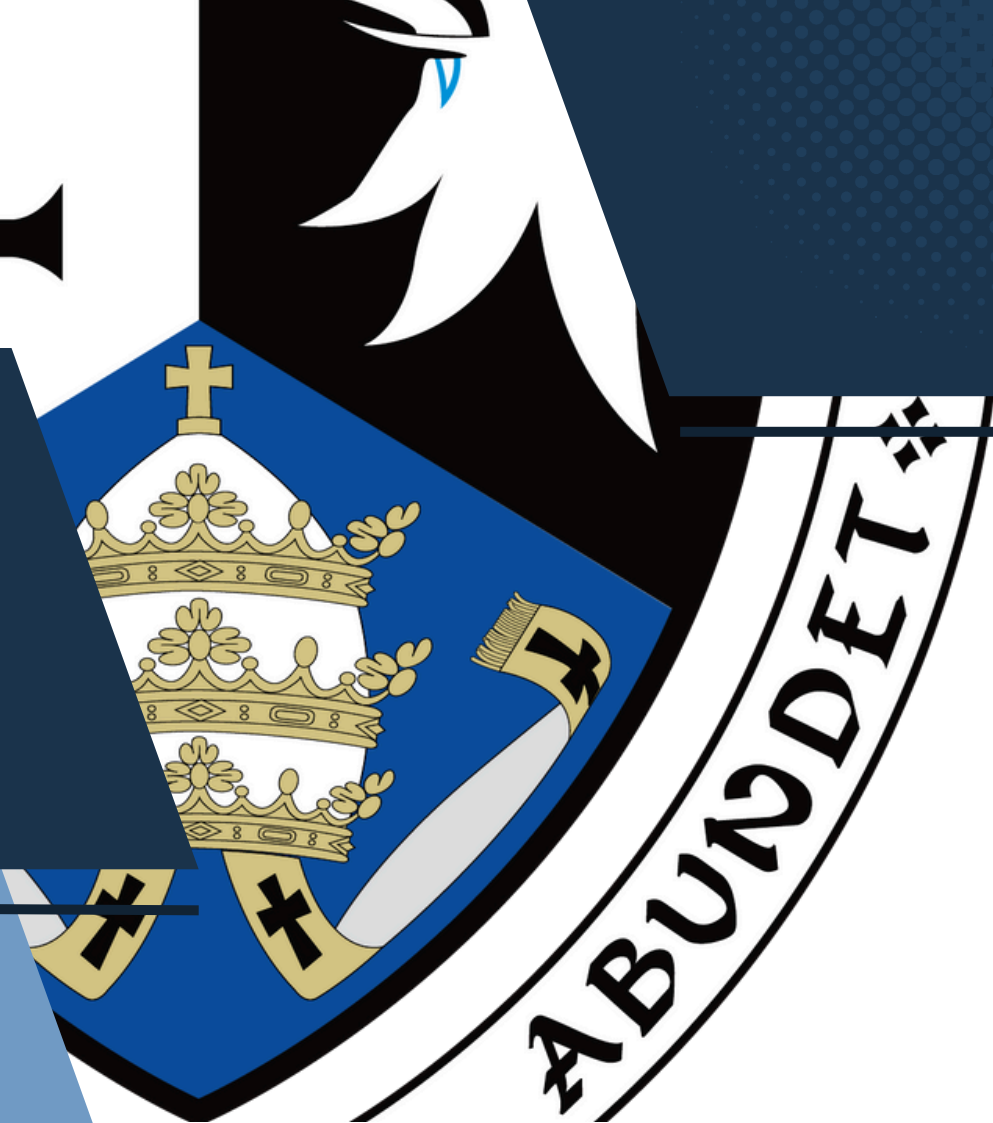
The key purpose of the course is to develop learners' business and IT skills and to enable them to contribute to the effective functioning of organisations in a range of positions.



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LEVEL 5 NPA BUSINESS & MARKETING



Provide learners with knowledge and skills which are directly relevant to current and/or future practice in the area of Business and Marketing. Learners will also be able to broaden knowledge and skills by undertaking study in the following areas: market research, promotion, event organisation, customer care and selling skills.



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