

Faculty of Technologies

Business Education

S3 Course Descriptors

Administration and Information Technology

This Course will centre round the use of Information Technology (IT) in a business environment. Within the Course, pupils will be given opportunities to develop their understanding and application of IT namely, word processing, spreadsheets, databases and presentation software.

Throughout the Course pupils will be given the opportunity to learn about how businesses use IT within their organisations and the benefits IT brings. Pupils will also set up their own Events Management Business and will organise a real life or fictional event using appropriate Information technology packages.

Progression: Following on from this course you will be able to study *National 4/5 Administration & IT* or *National 4 Business* in S4-6.

Business Management

This Course will centre round the main functions of businesses: organisation types, organisational structures, location, functional departments, decision making, financial concepts, accounts and information technology. This will be explored in detail to enhance pupil's knowledge and understanding in order for them to be able to theoretically 'set-up' and run a business. Close links have been set up to allow pupils to study real life businesses such as Aberdeen Football Club, Celebrations Ltd and The Boyndie Trust. Throughout the course these business links and also virtual scenarios will be used to allow pupils to put into practice the knowledge gained throughout this Course. This will be in the form of business investigations, integrated project-based tasks and assignments judged by local business partners.

Progression: Following on from this course pupils will be able to study *National 4/5 Business*. Furthermore, the area of finance will be explored in detail to allow progression to *National 5 Accounting*.

Course Progression from S3

S1	Business Contexts	Computing Science	Information Technology
	↓	↓	↓
S2	Business Contexts	Computing Science	Information Technology
	↓		↓
S3	Business Management	Administration and IT	
	↓		↓
S4,S5,S6	Accounting	Business Management	Administration and IT