How to Succeed in Business and Computing

Curriculum Info Evening

Thursday 26 September 2024

Business Management Assignment

Task

- Research a business topic
- Analyse research findings
- Make conclusions/ recommendations on research findings
- Present in a business report

Time

- Immediately following the February Break
- N5: 5 hours for write up
- H: 8 hours for write up
- Field research can be conducted out with the classroom
- e.g. gathering survey results, screenshots of websites, etc.

Importance

- 30 marks of 120 overall
- 25% of overall marks
- Grade booster
- Can increase overall result by 2 grade bands.

UNDERSTANDING STANDARDS

Business Management Exam

Task

- Case study and theory questions from 5 topic areas:
- Understanding Business
- Marketing
- Finance
- People
- Operations

More Details

- N5: 2 hours
- H: 2 hours 45 mins

- Written exam in examination hall

Importance

- 90 marks of 120 overall
- 75% of overall marks

Administration & IT Assignment – N5

Task

- Complete a number of tasks to support a business. E.g.
- Use desktop publishing to produce documents like letters and posters
- Send or reply to emails
- Schedule events on a calendar
- Prepare presentations
- Theory

More Details

- February 2025
- 3 hours
- + printing time
- Completed under exam conditions
- Practical exam in computer suite

Importance

- 70 marks of 120 overall
- 58% of overall marks
- Critically important.
- Achieving 60 marks in this assignment means student has passed before the exam.

Administration & IT Assignment – H

Task

- Complete a number of tasks to support a business. E.g.
- Use desktop publishing to produce documents like letters and posters
- Send or reply to emails
- Schedule events on a calendar
- Prepare presentations
- Prepare financial information using spreadsheets
- Search and sort databases

More Details

- March 2025
- 2 hours
- + printing time
- Completed under exam conditions
- 1 sitting
- Practical exam in computer suite

Importance

- 70 marks of 120 overall
- 58% of overall marks
- Critically important.
- Achieving 60 marks in this assignment means student has passed before the exam.

Administration & IT Exam – N5

Task

- Complete a number of tasks to support a business. E.g.
- Prepare financial information using spreadsheets
- Search and sort databases
- Theory

More Details

- April 2025
- 2 hours
- + printing time
- Completed under exam conditions supervised by an invigilator
- Practical exam in computer suite

Importance

- 50 marks of 120 overall
- 42% of overall marks

Administration & IT Exam – H

Task
- Case study
- Theory questions e.g.
- Uses of software
- Customer service
- Workplace legislation

More Details
- April 2025
- 1 hr 30 mins
- Written exam in examination hall.

Importance
- 50 marks of 120 overall
- 42% of overall marks

Higher Economics Exam

Task

- Applying knowledge
- Data handling
- Analyse economic data
- Section 1:
  - 2 questions of 15 marks
- Section 2:
  - 3 questions of 20 marks

More Details

- May 2025
- H – 2 ½ hours
- Written exam in examination hall.

Importance

- 90 marks of 120 overall
- 75% of overall marks

Higher Economics Assignment

Task

- Choose economics topic to research from suggested list in the style of a question eg
  - *To what extent will rising costs of energy impact the UK economy?*
- Analyse research findings
- Make conclusions/ recommendations on research findings
- Present in a business report

More Details

- March 2025
- 8 hours for write up
- Field research can be conducted out with the classroom.
  - Eg surveys, interviews

Importance

- 30 marks of 120 overall
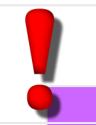- 25% of overall marks

N5 Accounting Assignment

Task

- Inventory record cards
- Labour costing
- Overhead analysis
- Job costing

More Details

- Released 17 February 2025
- 2 hours
- + printing time
- 1 sitting
- Completed on spreadsheet
- Exam conditions

Importance

- 50 marks of 180 overall
- 28% of overall marks
- Grade booster
- Can increase overall result by 2 grade bands.
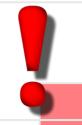
Higher Accounting Assignment

Task

- Manufacturing Accounts
- Income Statement
- Statement of Financial Position
- Process Costing
- Budgeting

More Details

- Released 10 March 2025
- 2 hours 30 mins
- + printing time
- 1 sitting
- Completed on spreadsheet
- Exam conditions

Importance

- 60 marks of 180 overall
- 33% of overall marks

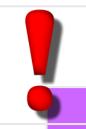# N5 Accounting Exam

Task

- Prepare financial documents for the use of the accountant or a manager.
- Theory questions (approx. 10%)

More Details

- Thursday 19 May - AM
- 2 hours

Importance

- 130 marks of 180 overall
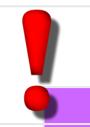- 72% of overall marks

N5 Accounting Exam

Task

- Prepare financial documents for the use of the accountant or a manager.
- Theory questions

More Details

- Thursday 19 May - AM
- 2 hrs 30 mins

Importance

- 120 marks of 180 overall
- 67% of overall marks

Computing Science Assignment

Task

- Split into 2 parts:
- Database design & Development
- Software Design & Development

Time

- Immediately following the February Break
- 6 hours

Importance

- 40 marks of 120 overall
- 33% of overall marks
- Can increase overall result by 3 grade bands.

UNDERSTANDING STANDARDS

Computing Science Exam

Task

- Short response theory questions
- Problem solving via programming or design questions
- Writing an algorithm or programming code

More Details

- May 2025
- N5 – 1 hr 30 mins
- H – 2 hours
- Written exam in examination hall.

Importance

- 80 marks of 120 overall
- 67% of overall marks

Top Tips for Computing Science

Assignment
- Completing previous Assignments
- Identify strengths and weaknesses
- Time management

At Home
- Regular review learning throughout the course
- Check understanding of practical concepts
- Achieve website or SQA past papers
- Practice – online tools eg W3Schools

Teams
- Onenote pages for course content
- Grades section to check feedback on tasks completed
- Links to materials used in class

UNDERSTANDING STANDARDS