## **Curriculum Information Evening**





## How to Succeed in Business and Computing

Curriculum Info Evening

Thursday 25 September 2025

## Subjects

Accounting

Administratio n & IT

Business Management

Computing Science

**Economics** 

## Accounting Assignment



- Spreadsheet tasks
- Higher
  - Overhead analysis
  - Budgeting
  - Partnership
  - Period-end financial statements – Income Statement
- N5
  - Ratios
  - Preparing ledger accounts
  - Budgeting



- Immediately following the February Break
- N5: 2 hours one sitting
- H: 2 ½ hours one sitting



- N5
  - 30 marks of 180 overall
  - 28% of overall marks
- Higher
  - 60 marks of 180 overall
  - 33%

## Accounting Exam



- N5
  - Section 1
    - 2, 35 mark q
  - Section 2
    - 4, 15 mark qs
- Higher
  - Section 1
    - 2, 40 mark qs
  - Section 2
    - 2, 20 mark qs





- N5: 2 hours
- H: 2 hours 45 mins
- Written exam in examination hall



- N5
  - 130 marks of 180 overall
  - 72% of overall marks
- Higher
  - 120 marks of 180 overall
  - 67% of overall marks

## Administration & IT Assignment – N5



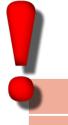
Ta

- 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



## • February 2025

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



## • 70 marks of 120 overall

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

Importance

SQA Past papers

## Administration & IT Assignment – H



S

- 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



## • March 2025

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



SQA Past papers



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

## Business Management Assignment



S

- 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.



- 30 marks of 120 overall25% of overall marksGrade booster
  - Can increase overall result by 2 grade bands.



## **Business Management Exam**



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



- N5: 2 hours
- H: 2 hours 45 mins
- Written exam in examination hall



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

## Administration & IT Exam – N5



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



## etails • April 2025

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

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## QA Past papers

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

## Administration & IT Exam – H



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



## e Details

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



- 50 marks of 120 overall42% of overall
- 42% of overall marks

## Computing Science Assignment



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



## Time

- Immediately following the February Break
- 6 hours



- 40 marks of 120 overall33% of overall marks
- Can increase overall result by 3 grade bands.



## Computing Science Exam



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



# 1ore Details

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



80 marks of 120 overall67% of overall marks

## Top Tips for Computing Science



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



## \t 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

## Higher Economics Exam



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



## • May 2025

- H 2½ hours
- Written exam in examination hall.



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

## Higher Economics Assignment



- 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



## • March 2025

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



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### • 30 marks of 120 overall

• 25% of overall marks

## N5 Economics Exam



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



## • May 2026

- 2 hours
- Written exam in examination hall.



• 90 marks of 120 overall

• 75% of overall marks

## N5 Economics Assignment



- 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



### March 2025

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



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

# **More Details**

## **Understanding Standards**



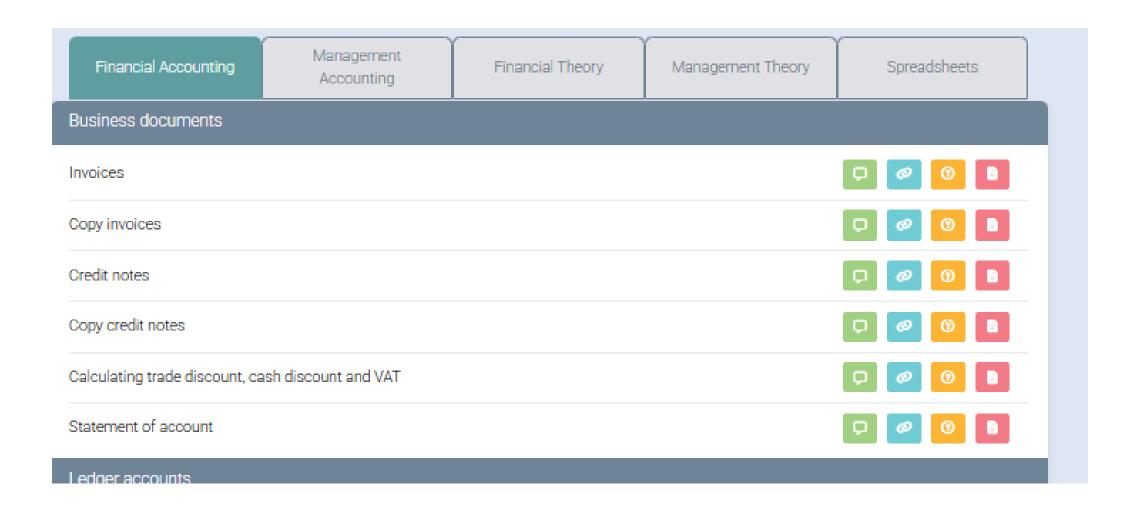


Questions 3 to 7 Annotated Evidence

Questions 3 to 7 Commentaries

www.understandingstandar ds.org.uk/

## Achieve – Learn First



## Achieve – Practice

