

# HIGHER ACCOUNTING

## Purpose

The Course aims to enable learners to:

- Understand the significant function that accounting performs in industry and society.
- Develop accuracy in the preparation, presentation, interpretation and analysis of relatively complex accounting information, and apply a systematic approach to solving financial problems.
- Apply relatively complex accounting concepts and techniques in the preparation of financial information.
- Develop an understanding of a range of sources of finance available to organisations, and of the circumstances in which these sources might be used.

**The course comprises of 3 units in addition to the coursework:**

### Preparing Financial Accounting Information

In this Unit, learners will develop the skills, knowledge and understanding relating to the preparation of both routine and relatively complex financial accounting information. Learners will develop an understanding of current financial accounting regulations and the ability to apply them in a range of business structures.

### Preparing Management Accounting Information

In this Unit, learners will develop the knowledge and understanding of internal accounting information and the ability to prepare such information using a range of both routine and relatively complex accounting techniques. Learners will carry out learning activities that extend their understanding of the impact that management accounting information has on making decisions about the planning, control and future success of the organisation.

### Analysing Accounting Information

In this Unit, learners will develop the skills, knowledge and understanding of the interpretation and analysis of accounting information, and the ability to interpret and analyse such information using a range of techniques. They will carry out learning activities that allow them to analyse and report on the organisation's current financial position and performance, and to offer financial solutions that can assist in planning and decision making. This will provide learners with an understanding of financial analysis.

### Skills acquired include:

Recording, presenting and interpreting accounting information, using ICT to produce and communicate accounting information, analysing and evaluating accounting procedures, applying and relating the knowledge and understanding of accounting concepts and theories to a range of accounting layouts.

### Assignment:

An assignment which is completed in class and includes a series of tasks to research, process and prepare accounting information.

### Course Assessment:

Question paper – 120 marks (67%)

Assignment – 60 marks (33%)

} Theory 10% of total mark

# HIGHER ADMINISTRATION & IT

## Purpose

This Course aims to enable learners to:

- Acquire skills in managing the organisation of events.
- Develop a range of advanced IT skills.
- Develop knowledge and understanding of administration in the workplace and its importance.

## The course comprises of 3 sections:

### Communication in Administration

Planning an Event (Event management) – planning, organising and evaluation of an event.

Acquiring an understanding on the barriers to communication and how to ensure the security and confidentiality of information.

### Administrative theory and practice – Administrative Services

Applying skills and knowledge to different situations – time management, workplace legislation, effective teams, working practices, modern office layout and customer care.

## IT

Gaining advanced IT skills in:

Word processing

Database

Spreadsheets

Presentations

Desktop publishing

Electronic Communication

## Final Assessment:

- A practical examination utilising skills in IT and problem solving, research and communication.
- A written theory examination.

## Skills acquired include:

Researching, working with others, time management, knowledge of the business working environment, using a range of complex functions of the following IT applications in both familiar and unfamiliar contexts, managing the organisation of an event and problem solving.

## Assignment:

Assignment consists of a variety of IT (practical) tasks which will be completed in class.

## Course Assessment:

Question paper – 50 marks (42%)

Assignment – 70 marks (58%)

# HIGHER BUSINESS MANAGEMENT

Business plays an important role in society. We all rely on businesses to create wealth, prosperity, jobs and choices.

## **Purpose**

The Course aims to enable learners to develop and extend:

- Knowledge and understanding of the ways in which society relies on businesses and other organisations to satisfy its needs.
- An understanding of a range of methods businesses and other organisations use to ensure customers' needs are met.
- Understanding of enterprising skills and attributes by providing opportunities to study relatively complex business issues.
- Understanding of business-related financial matters.
- Knowledge and understanding of the main effects that external influences, such as economic impact and sustainability, have on large organisations.

## **The course consists of the following 3 units:**

### **Understanding Business**

In this Unit, learners will extend their understanding of the ways in which large organisations in the private, public and third sectors operate. Learners will carry out activities that highlight the opportunities and constraints on these organisations in the pursuit of their strategic goals. This Unit also allows learners to analyse the impact that the internal and the external environment has on an organisation's activity, and to consider the implications of these factors.

### **Management of People and Finance**

In this Unit, learners will develop skills and knowledge that will deepen their understanding and awareness of the issues facing large organisations in the management of people and finance. This Unit will allow learners to carry out activities that will extend their grasp of relevant theories, concepts and procedures used in planning for an organisation's success, including leadership, motivation and finance. It also allows learners to explain and analyse relevant business information, in each of these contexts.

### **Management of Marketing and Operations**

In this Unit, learners will extend their knowledge that will deepen their understanding of the importance to large organisations of having effective marketing and operations systems. The Unit will allow learners to carry out activities that will extend their knowledge of relevant theories, concepts and procedures used by organisations in order to improve and/or maintain quality and competitiveness. It will provide learners with a firm understanding of the importance of satisfying both internal and external customers' needs.

## **Skills acquired include:**

Decision making, analysing, researching, problem solving, entrepreneurial attributes, communicating, working with others and employability.

## **Assignment:**

Consists of a Business Report completing a SWOT/PESTEC analysis on a Franchise or large organisation in order to make recommendations to improve performance.

## **Course Assessment:**

Question paper – 90 marks (75%)  
Assignment – 30 marks (25%)

# HIGHER COMPUTING

## Purpose

Some aims of the Course are to enable learners to:

- Develop and apply aspects of computational thinking in a range of contemporary contexts.
- Apply skills and knowledge in analysis, design, implementation and evaluation to a range of digital solutions with some complex aspects.
- Develop awareness of current trends in computing technologies and their impact in transforming and influencing our environment and society.

In addition to the Course assessment, the Course includes two mandatory Units. Each of these Units is designed to provide progression from the related Unit at National 5 and to related Units at Advanced Higher.

## Software Design and Development

Includes:

Languages and environments.  
Computational constructs.  
Data types and structures.  
Testing and documenting solutions.  
Algorithms.  
Computer architecture.

## Software and Information Systems, Design and Development

Includes:

Design notations.  
Development methodologies.  
Contemporary developments.  
User interface.

## Information System Design and Development

Includes:

Database.  
Web based structures.  
Media types.  
Coding.  
Testing.  
Hardware/software requirements storage.  
Security.  
Legal and environmental implications.

## Skills acquired include:

Applying computational thinking to understand problems across a range of contexts, analysing problems, designing, implementing, testing and evaluating digital solutions (including computer program, developing skills in computer programming, communicating understanding of advanced concepts, investigating and evaluating the legal, environmental, economic and social impact of contemporary computing technologies).

# HIGHER COMPUTING (cont.)

## **Assignment:**

Assesses practical application of knowledge and skills to develop a solution to an appropriately challenging computing science problem. It will assess learners' skills in analysing a problem, designing, implementing and testing a solution to the problem and reporting on that solution.

## **Course Assessment:**

Question paper – 110 marks (69%)

Assignment – 50 marks (31%)

# HIGHER/INTERMEDIATE 2

## COMPUTER GAMES DEVELOPMENT

Computer games development is one of the major growth sectors in Scotland. Have you heard of Grand Theft Auto? Did you know it was created by a Scottish company? Find out more about the industry by taking this exciting and challenging new course.

The course comprises of 3 units which include:

### **Computer Games Design**

Discover the different jobs available in the computer industry and try your hand at the work they do. Find out about the different categories of game, how controllers can enhance or limit the gaming experience as well as learn to compare and evaluate games. Use what you have learned to create a detailed plan for your own game.

### **Media Assets**

Create a wide range of multimedia assets including animation, video, audio and graphics. Learn about the processes that go into creating the typical media assets required for a game and the legal issues that must be taken into account when doing so. Create your own assets for use in your own game.

### **Computer Games Development**

Taking all your work from the previous two units you are going to create your own computer game. You will then create promotional materials to market the game to your chosen audience.

### **Skills acquired include:**

Investigating, analysing problems, designing, implementing, testing and evaluating digital solutions and communicating.

### **Course Assessment:**

Portfolio approach with evidence acquired from each section of the units listed above. No formal examination.