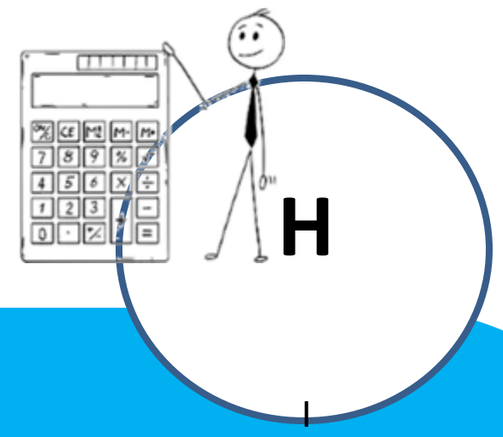
Kirkwall Grammar School: Accounting



Please note: this course is not offered at Higher level.

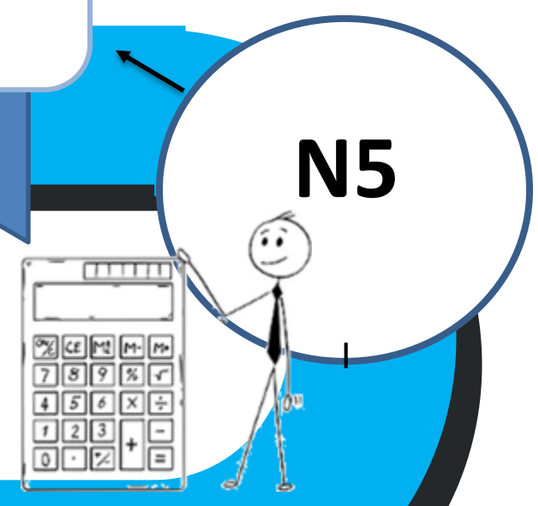
Financial Accounting including: types of business, ledger accounts, business documents, final accounts, depreciation

Management Accounting including: break-even, ratios, overheads, labour costings, cash budgets, inventory control

Pupils can choose to use spreadsheets to complete their work.

Pupils develop accounting knowledge and practical skills useful for a small organisation.

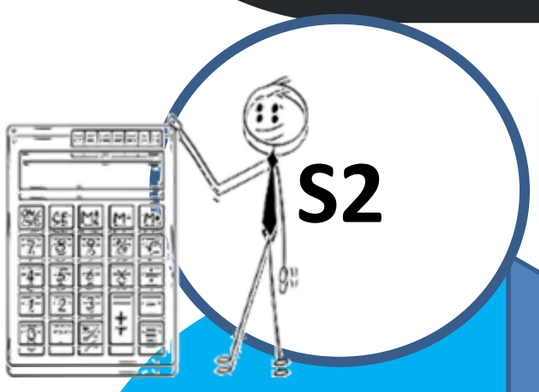
Please note: this course is not offered at N4 level.



Some relevant topics covered in S3 Admin, eg, spreadsheet formulae, charts and presentation software

Some relevant topics covered in S3 Business, eg, sources of finance, cash budgets, spreadsheet formulae

Please note: there is no Accounting course offered in S3.



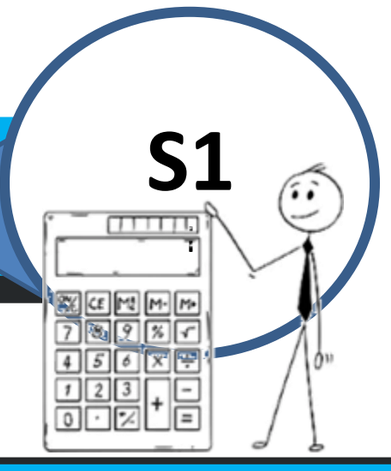
Pupils further develop their IT, Admin and Business skills.

Spreadsheets with simple formulae, themed IT assignment, business ethics, introduction to personal finance

Product design, branding, simple budgeting and planning, eg, trip

School IT systems: network & glow internet safety, simple coding

Pupils develop their IT, Admin and Business skills.



Kirkwall Grammar School: Administration and IT

Communication skills: features and uses of ediary, using email in a workplace, presentation software

Workplace theory including: organisational skills, customer care, legislation, health, safety and security of people and data

IT skills: flat and relational databases, queries, reports, spreadsheet formulae, charts, word processed business documents, formatting documents to a professional standard

Higher: This course includes a high degree of problem-solving and involves manipulating and organising larger amounts of data.

N4/N5:These courses focus on developing IT skills and confidence in using MS Office.

Pupils develop knowledge and practical skills relevant for today's workplace as they progress through the levels.

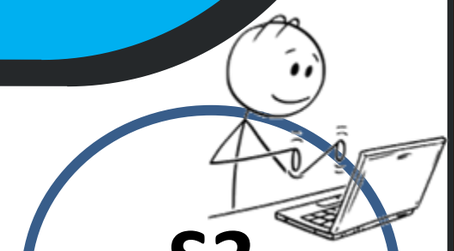
N4/5 + H

Communication skills including: features of ediary, using email in a workplace, presentation software

IT skills including: simple databases, spreadsheet formulae, charts, word processed business documents

Workplace theory including: customer care, health, safety and security of people and information

Pupils focus on developing practical IT skills and workplace knowledge.



S3

S2

Pupils further develop their IT, Admin and Business skills.

Spreadsheets with simple formulae, themed IT assignment business ethics,introduction to personal finance

Product design, branding, simple budgeting and planning, eg, trip

School IT systems: network & glow internet safety, simple coding

Pupils develop their IT, Admin and Business skills.

S1

Kirkwall Grammar School: Business

Finance: sources of finance, cash budgets, financial statements, monitoring performance, eg, ratios

People: recruitment and selection, training and motivating staff, legislation, staff relations, eg, trade unions

Operations: methods of production, quality, inventory control, business ethics

Marketing: market research, methods of marketing, the marketing mix, customer satisfaction

Understanding Business: business ownership, stakeholders, objectives, internal and external factors

Please note: at Higher level there is also an apprenticeship offer

Pupils develop knowledge and awareness of small to global businesses as they progress through the levels.

N4/5 + H

Practical group work: developing and pitching a sustainable business idea

Business investigation: researching an aspect of a business and developing a proposal to improve it

Marketing and Operations: exploring different production methods and marketing strategies

People: exploring methods of training and motivating staff, investigating workplace legislation

Business basics including: the purpose of business in our society, sourcing and tracking finance

Pupils focus on developing business awareness and practical skills.

S3

S2

Pupils further develop their IT, Admin and Business skills.

Spreadsheets with simple formulae, themed IT assignment, business ethics, introduction to personal finance

Product design, branding, simple budgeting and planning, eg, trip

School IT systems: network & glow internet safety , simple coding

S1

Pupils develop their IT, Admin and Business skills.

Kirkwall Grammar School: Business

Other pathways include: University courses; Games Design and Cyber Security College Courses; Modern Apprentice; Work Placements

Advanced Higher Computing Science
2 lessons + 3 dedicated study periods

Object oriented programming

Professional Project of your choice in SDD or ISDD

Higher Computing Science
5 lessons per week

Advanced multi-query databases

Responsive website design

SDD – Functional Programming

N4/5 Computing Science
5 lessons per week

SDD – Developing software in Python

ISDD – Building Websites
ISDD – Coding Databases

S3 Computing Science
3 lessons per week

Databases
Website Design
Binary Maths

Understanding Computers
Learn 3 Programming languages

S2 ICT
1 lesson per week

Spreadsheets with simple formulae
Themed IT assignment

Business basics
Finance basics

S1 ICT
1 lesson per week

Product design, branding,
Simple budgeting
and planning

School IT systems: network & glow
Internet safety
Simple coding