

**TECHNOLOGIES**  
**BUSINESS EDUCATION**  
**BUSINESS/BUSINESS MANAGEMENT**



**Levels Available**

National 3, 4, 5, Higher and Advanced Higher

**Purpose, Aims and Benefits of the Course**

National 3 and 4 - Business

What was the last product you bought? What made you buy it? How was it made? National 3 and 4 Business gives you the opportunity to find out about the different activities that businesses carry out. From why entrepreneurs such as Bill Gates and Steve Jobs decided to set up their own business, to what influences the decisions they make. You will also research a business of your choice and suggest improvements you think they should make. The course develops employability skills and supports students in becoming more confident in the world of work.

National 5 – Business Management

Why do adverts go viral? How are my favourite products made? Where do businesses get all their money from? Every one of us will end up working for some sort of business or organisation. National 5 Business allows students to develop essential employability skills whilst developing an understanding how businesses are set up and how they operate. Students have the opportunity to explore different aspects of marketing, operations, human resources and finance.

Higher – Business Management

Ever wondered why business act in the way that they do? Higher Business Management is your opportunity to explore different business decisions in detail. Through the assignment you are able to delve into a business of your choice, whilst developing your analytical and interpretation skills. Build on your knowledge of the functional areas, enhance your problem solving skills and work as part of team to understand key business concepts. This course is an ideal starting point for anybody considering a business related career.

**Progression Routes**

- National 4, 5, Higher and Advanced Higher.
- HNC/D e.g. Business Administration.
- Degree courses e.g. BA Business Management, BA Commerce, BA Accounting.
- A range of employment or training opportunities e.g. administrative posts in human resources or marketing.

**Faculty Contact:** Ms E Taylor, PT Technologies

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**TECHNOLOGIES**  
**BUSINESS EDUCATION**  
**DIGITAL SKILLS/ADVANCED DIGITAL SKILLS**



**Levels Available**

Level 4/5/6

**Purpose, Aims and Benefits of the Course**

Thinking of further education, university or employment? Digital skills are now embedded into the majority of jobs, however employers and education staff are concerned that school leavers do not have the appropriate software skills to enable them to progress in the world of work.

After speaking to employers and educators the SQA decided there was a need for a course to tackle this lack of skills. The Digital Skills course will give you the opportunity to develop key IT skills further, whereas the Advanced Digital Skills course is designed to develop more complex IT skills. The courses will cover a range of applications including word processing, presentation, artwork and imaging, spreadsheets and databases. Skills in the effective use of the Internet and IT systems and more advanced information handling and e-mail skills will also be developed. This course has an integrated additional, internationally recognised qualification called Microsoft Office Systems Certificate.

If you choose to take this course along with a National 4/5 or Higher in Business Management you will automatically gain a third qualification – Level 5/6 Business and IT.

The course is assessed through practical application of the skills

**Progression Routes**

- Level 6 PC Passport
- Level 6 Business and IT

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**TECHNOLOGIES**  
**BUSINESS EDUCATION**  
**TRAVEL & TOURISM**



**Levels Available**

National 5

**Purpose, Aims and Benefits of the Course**

Are you considering a career related to travel or tourism? Did you know in the next 10 years it is predicted that in Edinburgh, Midlothian and East Lothian, there will be 89,600 job openings in the Tourism sector – that accounts for 39% off all job openings in the area.

The Travel and Tourism course provides an introduction to this industry. You will develop skills which will enable you to become effective job-seekers and employees, skills to deal effectively with all aspects of customer care and customer service in travel and tourism, knowledge and skills to deal effectively with customer enquiries in relation to travel and tourism in Scotland, the rest of the UK and worldwide.

You will have the opportunity to further your understanding of the course content by accessing the wide range of tourist and visitor attractions on our door step, and further afield.

The course is assessed through a range of methods including role play, written assessments and observations. There is no final exam for this course.

**Progression Routes**

- Level 6 Travel and Tourism Units
- HNC/D at college in Travel and Tourism
- Employment in a range of local organisations specialising in travel and tourism

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**TECHNOLOGIES**  
**BUSINESS EDUCATION**  
**ACCOUNTING**



**Levels Available**

Higher

**Purpose, Aims and Benefits of the Course**

Accounting is a key function in many organisations. Effective accounting procedures provide timely and relevant information to management, helping organisations perform successfully.

This course helps students develop skills in producing, interpreting and analysing financial information. They also develop skills in communicating essential financial information, in a variety of presentation formats, to various stakeholders and organisations.

The course combines both the practical and theoretical aspects of learning related to accounting, allowing candidates to use digital technology to complete tasks.

Candidates develop understanding of:

- the function that accounting performs in business and society
- the need for accuracy in the preparation, presentation, interpretation and analysis of complex accounting information
- how to apply a systematic approach to solving financial problems
- a range of sources of finance available to organisations, and the circumstances these sources might be used in
- how to use spreadsheet software for complex accounting tasks

The course is suitable for students who are interested in numeracy-based learning opportunities, who pay attention to detail, and who like to apply logical and analytical thinking.

**Progression Routes**

- Accounting/Business HNC/D or Degree
- Particularly relevant to those who intend to follow a career in accountancy, banking, insurance, administration, law or the civil service.
- Extremely valuable to those who at some point in the future may wish to set up their own business.

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## TECHNOLOGIES

### COMPUTING

#### Course/Subjects Name

Computing Science

#### Levels Available (Entry based on prior attainment)

National 3, 4, 5, Higher and Advanced Higher

#### Purpose, Aims and Benefits of the Course

##### In all Computing Science Levels:

The **4 topic areas** that students will cover:

- Software Design & Development, Computer Systems, Database Design & Development and Web Design & Development

Within National 5 and Higher Computing Students will have one final exam that is worth 69% of their overall grade. There is also a piece of “open book” coursework covering all 4 topic areas, worth 31% of the overall grade.

##### National 4 and 5 Computing Science

The Course aims to enable learners to:

- apply computational-thinking skills across a range of contemporary contexts
- apply knowledge and understanding of key concepts and processes in computing science
- apply skills and knowledge in analysis, design, implementation, testing and evaluation to a range of digital solutions
- communicate computing concepts and explain computational behaviour clearly and concisely using appropriate terminology
- develop an understanding of the role and impact of computing science in changing and influencing our environment and society

##### Higher Computing Science

The Course aims to enable learners to:

- extend and apply knowledge and understanding of advanced concepts and processes in computing science
- communicate advanced computing concepts and explain computational behaviour clearly and concisely, using appropriate terminology
- develop awareness of current trends in computing technologies and their impact in transforming and influencing our environment and society

#### Progression Routes

Computing and ICT are specialisms that are found in all career areas. From IT support to Games companies, Scotland has a nationwide shortage of trained personnel. Computing Science courses will provide a gateway into these areas, either through direct entry into industry or as a firm platform for further study at National 5 /Higher level/Further Education.

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## TECHNOLOGIES

### COMPUTER GAMES DEVELOPMENT



#### **Course/Subjects Name**

Computer Games Development

#### **Levels Available**

NPA AT SCQF LEVELS 4, 5 and 6

#### **Purpose**

The National Progression Award in Computer Games Development at SCQF levels, 4, 5 and 6 is intended to prepare students for progression to further study in Computer Games Development, Digital Media Studies, Computing Science and IT subjects. The awards provide a foundation in the knowledge and skills of Computer Games Development that will be necessary if students intend to later specialise in aspects of Computer Games Development, Digital Media Studies, Computing Science and IT subjects.

#### **Progression**

Courses in school:

- National 4, 5 Higher and Advanced Higher Computing Science
- The units studied in the NPA can also be counted as part of a larger National Certificate (NC) course consisting of 12 units. Students could opt to continue towards an NC through many colleges.
- Students who complete the NPA award can progress to HNC and HND courses.
- University degree-level courses are available in Games Development, Computer Science, Software Engineering.

#### **Faculty Contact**

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## TECHNOLOGIES

### CDT

### DESIGN AND MANUFACTURE



#### Levels Available

National 4, 5 and Higher

#### Purpose, Aims and Benefits of the Course

The Design and Manufacture course provides a broad and practical experience in product design and manufacture. Creativity is at the heart of the course and its combination with technology makes it exciting and dynamic.

Students develop creative and practical skills by designing and making solutions to real problems. In addition, they gain an understanding of the impact of design and manufacture on everyday life. Students are encouraged to take a broad view of design and manufacture, through making decisions and taking responsibility for their own actions, generating and developing ideas, applying knowledge, and justifying decisions. These transferable skills place candidates in a strong position regardless of the career path they choose.

This course is suitable for students attracted by creative design tasks with a practical element. It provides a foundation for those considering further study or a career in design, manufacturing, engineering, science, marketing, and related disciplines. The course also offers a complementary practical experience for those studying other subjects in the technologies and expressive arts.

#### Progression

- National 4, National 5 and Higher
- Graphic Communication (National 4, National 5 and Higher)
- Engineering Science (National 4, National 5 and Higher)
- Practical Woodworking (National 4, National 5)
- HNC/HND
- Degrees (BA and BSc) in: Product Design, Industrial Design, Engineering Design, Furniture Design, Product Design Engineering, Design Management, Computer Aided Design, Architectural Design and Technology

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## TECHNOLOGIES

### CDT

### PRACTICAL WOODWORKING



#### Levels Available

National 3, 4 and 5

#### Purpose, Aims and Benefits of the Course

The Practical Woodwork course is largely workshop-based, combining elements of classroom-based theory and practical woodworking techniques. Students develop practical psychomotor skills (manual dexterity and control) in a universally popular practical craft. They are introduced to safe working practices and become proactive in matters of health and safety. They learn how to use a range of tools, equipment and materials safely and correctly.

Students develop skills in reading drawings and diagrams, measuring and marking out, cutting, shaping and finishing materials. They learn how to work effectively alongside others in a shared workshop environment. Course activities also provide opportunities to build self-confidence and to enhance skills in numeracy, thinking, planning, organising and communicating — these are all valuable skills for learning, for life and for work.

This course is suitable for students with an interest in the practical application of technologies. It is largely learner-centred, includes practical and experiential learning opportunities and is suitable for those wanting to progress onto further levels of study or a related career. The course also offers a complementary practical experience for those studying other subjects within the technologies.

#### Progression routes

National 4, National 5

- Design and Manufacture (National 4, National 5 and Higher)
- HNC/HND Furniture
  - Degrees in: Furniture Design, Furniture and Product Design, 3D Design and Craft Design, Product Design Engineering, Design Management, Computer Aided Design, Architectural Design and Technology

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## TECHNOLOGIES

### CDT

### ENGINEERING SCIENCE

#### Levels available

#### Levels Available

#### Purpose, Aims and Benefits of the Course

The Engineering Science course helps students to develop an understanding of the far-reaching impact of engineering on our society. They learn about the central role of engineers as designers and problem-solvers, able to conceive, design, implement and operate complex systems.

Engineering shapes the world in which we live, by applying elements of technology, science and mathematics to real-world challenges. Engineers play key roles in meeting the needs of society in fields that include climate change, medicine, IT and transport, and it is important there are more young people with an informed view of engineering. The course develops skills in three main areas: engineering contexts and challenges, electronics and control and mechanisms and structures. Students are able to apply these skills through a range of contexts, within the broad discipline of engineering. The course encourages students to become successful, responsible and creative in using technologies and to develop a range of qualities, including flexibility, perseverance, confidence and enterprise.

This course is suitable for students who can respond to a broad and challenging exploration of engineering. A combination of this course and a pure science course provides a very strong foundation for further study in engineering, the sciences, or related careers

#### Progression

National 4, National 5 and Higher

- Design and Manufacture (National 4, National 5 and Higher)
- Physics (National 4, National 5 and Higher)
- HNC/HND
- Degrees (BSc and BEng) in: Engineering, Mechanical Engineering, Robotics, Civil Engineering, Aerospace Engineering, Automotive Engineering, Mechatronics, Aeronautical Engineering, Design Engineering, Architectural Engineering

## TECHNOLOGIES

CDT

### GRAPHIC COMMUNICATION

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#### Levels available

National 4, 5, Higher and Advanced Higher

#### Purpose, Aims and Benefits of the Course

The Graphic Communication course is practical, exploratory and experiential in nature. It combines elements of creativity and communicating for visual impact with elements of protocol and an appreciation of the importance of graphic communication standards.

Students broaden their skills in a creative environment and are encouraged to exercise imagination, creativity and logical thinking. The course allows students to develop an awareness of graphic communication as an international language and an understanding of how graphic communication technologies impact on society and the environment. Students initiate, develop and communicate ideas graphically, and develop spatial awareness and visual literacy through graphic experiences. They interpret graphic communications initiated by others, and use graphic communication equipment, software and materials effectively.

This course is a broad-based qualification, suitable for students with an interest in both digital and paper-based graphic communication. It is largely learner-centred, includes practical and experiential learning opportunities and is suitable for those wanting to progress onto higher levels of study or a related career in graphics, design, marketing, and related disciplines. The course also offers a complementary experience for those studying other subjects in the technologies and expressive arts.

#### Progression

National 4, National 5 and Higher

- Design and Manufacture (National 4, National 5 and Higher)
- Art and Design (National 4, National 5 and Higher)
- Photography (Higher)
- HNC/HND
  - Degrees in: Architecture, Graphic Design, Communication Design, Illustration, Animation, Digital Design, Computer Graphics, Computer Aided Design, Visual Effects, Web Design