

Department of Business Studies and Computing Science

National 4 Qualifications



Date	Administration and IT	Business Management	Computing Science
March 2021 (Pupils may have the opportunity to attend school from March)	Unit 1 - Administrative Practices Pupils will be revising to enable them to complete the assessments required to achieve Unit 1.	Unit 1 - Business in Action Pupils will be revising to enable them to complete the assessments required to achieve Unit 1.	Unit 1 - Information Systems Design and Development Pupils will be revising to enable them to complete the assessments required to achieve Unit 1.
April 2021	Unit 2 – IT Solutions for Administrators Pupils will be revising to enable them to complete the assessments required to achieve Unit 2. Unit 3 – Communication in Administration Pupils will be revising to enable them to complete the assessments required to achieve Unit 3.	Unit 2 - Influences in Business Pupils will be revising to enable them to complete the assessments required to achieve Unit 2.	Unit 2 - Software Design and Development Pupils will be revising to enable them to complete the assessments required to achieve Unit 2.
May 2021	Completion of any outstanding units and opportunity to re-assess any unit assessments as required.	Completion of any outstanding units and opportunity to re-assess any unit assessments as required.	Completion of any outstanding units and opportunity to re-assess any unit assessments as required.

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