

CAREERS INFORMATION



OTHER INFORMATION

FACULTY STAFF

Mrs Christine Cooper, Faculty Head

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Faculty of Technologies

HIGHER ADMINISTRATION

Career Areas

- [Administration](#)
- [Management](#)
- [Computing & ICT](#)
- [Starting-up in Business](#)
- [Hospitality, Catering & Tourism](#)
- [Transport & Distribution](#)

Further advice and information on these options is available from your subject teacher, guidance teacher and careers adviser.



TURRIEFF ACADEMY

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COURSE INFORMATION

Why Administration?

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, Administrative and IT skills have extensive application not only in employment but also in other walks of life.

The skills that you develop in Administration and IT are useful in many career areas such as office work, economics, human resource management, management services and public services administration.

Course Outline

This course aims to develop pupils advanced Administration and IT skills and ultimately to enable them to contribute to the effective functioning of organisations in supervisory administrative positions. It is a practical course that develops a wide range of skills for learning, work and life.

There are 3 Compulsory Units:-

- ◆ Administrative Theory and Practice
- ◆ IT Solutions for Administrators
- ◆ Communication in Administration

There is an external examination and also an Administration & IT Assignment. It is externally marked by the SQA.



ASSESSMENT

The course will be assessed through 2 components:-

- ◆ Administrative and IT Assessment (70 marks)
- ◆ Question Paper (30 marks)

The Assessment requires pupils to demonstrate complex IT skills using Word Processing, Spreadsheets, Databases and Desk top Publishing and apply them in the context of managing the organisation of an event.

The Question paper requires the integration of learning and knowledge and understanding from throughout the course.

Both are externally marked by the SQA.



PROGRESSION

Successful completion of this course may lead to:

Further study, training or employment in :-

- Administration and Management
- Computer and IT
- Hospitality, Catering and Tourism
- Transport and Distribution

FURTHER COURSES IN TURRIFF ACADEMY

In S4:

N4 Business

N5 Business Management

N5 Accounting

In S5/6:

N4 Business

N5 Business Management

Higher Business Management

N5 Accounting

N4 Administration & IT

N5 Administration & IT