

# CAREERS INFORMATION



# OTHER INFORMATION

## FACULTY STAFF

Mrs Christine Cooper, Faculty Head

Mr Hugh Conway

Mr Robert Haines

Mrs Liz Bourne

Mr Ronald Thompson

Mr John McCallum

# Faculty of Technologies

## National 5 Administration & IT

### 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?

All successful organisations need staff to deal with daily business activities. These include keeping accurate records and organising the flow of work. Administration and IT develops your ability to handle information, to decide priorities, solve problems and make decisions. These skills are valuable in almost every career sector .

## Course Outline

This course is a practical course that develops a wide range of skills for learning, work and life. You will learn how to use a range of computer software to carry out administrative tasks, support departments within an organisation and organise events. Administration & IT develops your ability to handle information to decide priorities, solve problems and make decisions.

There are 3 Compulsory Units

Administrative Practices  
IT Solutions for Administrators  
Communication in Administration

There is no external examination but an Administration & IT Assignment. Is externally marked by the SQA.



# ASSESSMENT

The course will be assessed through continuous Assessment and an Assignment marked externally by the SQA .



# PROGRESSION

Successful completion of this course may lead to:

- Higher Administration and IT.



# 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  
Higher Administration & IT