

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.

ADMINISTRATION HIGHER

Details of Course Components

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 2 Compulsory Units:-

Administrative Theory and Practice
IT Applications

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

ASSESSMENT

The course will be assessed through 2 components:-

- ◆ Administrative and IT Assessment (70 marks)
- ◆ Question Paper (50 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.



FACULTY OF TECHNOLOGIES

BEIT Staff :

Mrs Christine Cooper
Mr Rob Haines
Mr Hugh Conway
Miss Charlene Aquillina

CDT Staff:

Mrs Emma Idzikowska
Mr Luis Medivelso

Courses in Turriff Academy

BEIT

Advanced Higher Accounting
Higher Accounting
National 5 Accounting
Higher Administration
National 5 Administration
National 4 Administration
Advanced Higher Business Management
Higher Business Management
National 5 Business Management
National 4 Business
Higher Computing Science
National 5 Computing Science
National 4 Computing Science
NPA Games Development

CDT

National 4 Design & Manufacture
National 5 Design & Manufacture
National 4 Woodskills
National 5 Woodskills

Useful websites to help you with your choices:

www.myworldofwork.co.uk
www.skillsdevelopmentscotland.co.uk

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