

## Why Administration?

Administration is a growing sector which cuts across the entire economy. Every area of work needs people who can carry out administrative tasks and have good IT skills. This course will develop your skills. You will complete some of the tasks on your own while others will involve group work.

# ADMINISTRATION NATIONAL 4

## Details of Course Components

These skills are very useful in a wide range of employment areas. In this course you will learn about administration in the workplace and laws affecting employees. You will also develop your customer care skills and learn how to organise and support events. The course covers a range of IT applications such as word processing, spreadsheets, databases and desktop publishing.

There are **three** compulsory units, plus an **added value** unit that assesses your practical skills:-

- ◆ Administrative Practices
- ◆ IT Solutions for Administrators
- ◆ Communication in Administration

There is also an Added Value Unit: Administration & IT Assignment.

## ASSESSMENT

- The course is assessed by continuous assessment carried out by the teacher.
- You must pass all the units including the practical unit to gain the course qualification.



## 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](http://www.myworldofwork.co.uk)  
[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

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