

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 .

ADMINISTRATION NATIONAL 5

Details of Course Components

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 2 Compulsory Units

Administrative Practices
IT Applications

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

ASSESSMENT

The course will be assessed through continuous Assessment, the exam and an Assignment marked externally 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.