

# CAREERS INFORMATION



# OTHER INFORMATION

## Faculty of Technologies

### FACULTY STAFF

Mrs Christine Cooper, Faculty Head

Mr Hugh Conway

Mr Robert Haines

**National 4 Administration & IT**

### Career Areas

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

Mrs Liz Bourne  
Mr John McCallum

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



TURRIFF ACADEMY

Email: [turriff.aca@aberdeenshire.gov.uk](mailto:turriff.aca@aberdeenshire.gov.uk)

# COURSE INFORMATION

## Why Administration and IT?

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.

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.

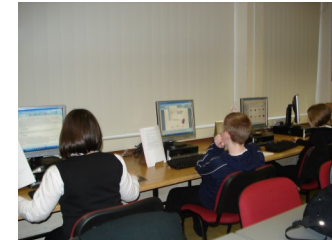


# PROGRESSION

Successful completion of this course may lead to:

- N5 Administration & IT

## FURTHER COURSES IN TURRIFF ACADEMY



### In S4:

N4 Business  
N5 Business Management

### In S5/6:

N4 Business  
N5 Business Management  
N5 Accounting  
Higher Business Management  
N5 Administration and IT