

CAREERS INFORMATION



OTHER INFORMATION

FACULTY STAFF

Faculty of Technologies

Mrs Christine Cooper, Faculty Head

Mr Hugh Conway

Mr Robert Haines

Mr Chris Meechan

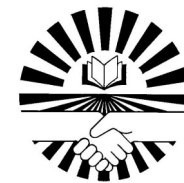
National 5 Administration & IT

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

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 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 .



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