Business Education and ICT

Mr McClurg
Mrs MacInnes (Part time)
Mr Thomson (Part-time)

Administration, Business, and Computing are practical subjects that will provide you with practical skills and knowledge for the technologically-led world we live in. You will learn business acumen to use in starting a business or to assist you in whatever career path you choose. The development of skills using a range of software packages will support students in their future work preparing them for administrative functions carried out in future workplaces.
ICT, Administration and Business Skills are required in a wide number of jobs:

- Everyone needs ICT skills regardless of the job/ rank they aim for
- Everyone needs to have problem solving, numeracy and oral/ written communication skills
- Administration is a core skill in most organisations

Courses currently offered include:

S1 ICT
National Business/Business Management
National Administration & IT
National Computing Science
Higher Business Management
Higher Administration & IT

Careers :

Accounting	Marketing	Human Resources
Office Management	Entrepreneurship	Banking
Insurance	Games Design	Retail and Sales
Credit Control	Procurement	Clerical Work