



BUSINESS EDUCATION



[@ForresterBusEd](https://twitter.com/ForresterBusEd)



Within the Business Education department we offer Accounting, Administration & IT and Business Management.

These subjects complement each other well with a number of pupils doing two or more subjects in the department.

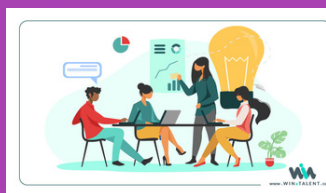
The subjects in the Business Education department will help to prepare our young people for the world of work no matter the career path they choose.

ADMINISTRATION & IT

This course develops IT skills which are of use in any profession from working in an office to working for the NHS or as a mechanic. You will learn to use the Microsoft Office suite of software in a business context, as well understanding the role of an Administration department in any business. The skills you develop in Admin will help you in your other subjects e.g. when creating presentations or Word documents.



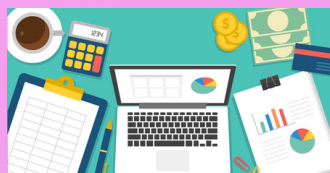
BUSINESS MANAGEMENT



This course explores how businesses operate in society, looking at external influences that may affect them. The course will explain how businesses are owned and the responsibilities of each department within the business. This course will have relevance in any chosen career as you will all work in a business one day. At N4 this course is known as Business.

ACCOUNTING

This course is only available at N5 and Higher. This course will develop an understanding of how businesses manage their financial information. You will develop the practical skills needed to complete final accounts for businesses as well as helping them monitor their cash flow. This will be done both on paper and using spreadsheets. "80% of failed businesses are the result of poor finance management"



POSSIBLE CAREER PATHWAYS



Marketing
Accounting
Advertising
Entrepreneurship
Hospitality
Human Resources

Sales
Management Consultant
Administration
Paralegal
Customer Service
Data Analyst

Almost 800,000 people are employed in business and admin occupations in Scotland. All employers need business admin. You could work anywhere from a digital tech firm to a hospital, or even the government.

[More information is available here within our Senior School Course Choice Booklet](#)

[SQA link to Business Management](#)

[SQA link to Accounting](#)

[SQA link to Administration and IT](#)

