

Dalkeith High School



Business & Administration

Pathways from S1 to S6
and beyond

INTRODUCTION

The world of business is all around us and is changing continuously. Within this subject, it is our goal to give pupils a better understanding of how the business world operates. No matter what field of work you leave school to enter, ultimately you will work in one of the following sectors: Public, Private, Third or Quaternary. In the courses, you will gain important knowledge for life, for example, in finance and budgeting; legislation affecting employment; about how modern technology can affect businesses and about how external factors impact and influence businesses.

Administration and IT is a growing subject, which offers employment opportunities across all sectors. The key aims are to develop pupils' ability to contribute to the effective functions of organisations in an administrative capacity. They will achieve this by developing an understanding of administration in the workplace investigating key concepts such as legislation, customer care and events management. They will also develop a range of IT skills including the use of word processing applications, spreadsheets, databases, desktop publishing, the internet, e-diaries and email.

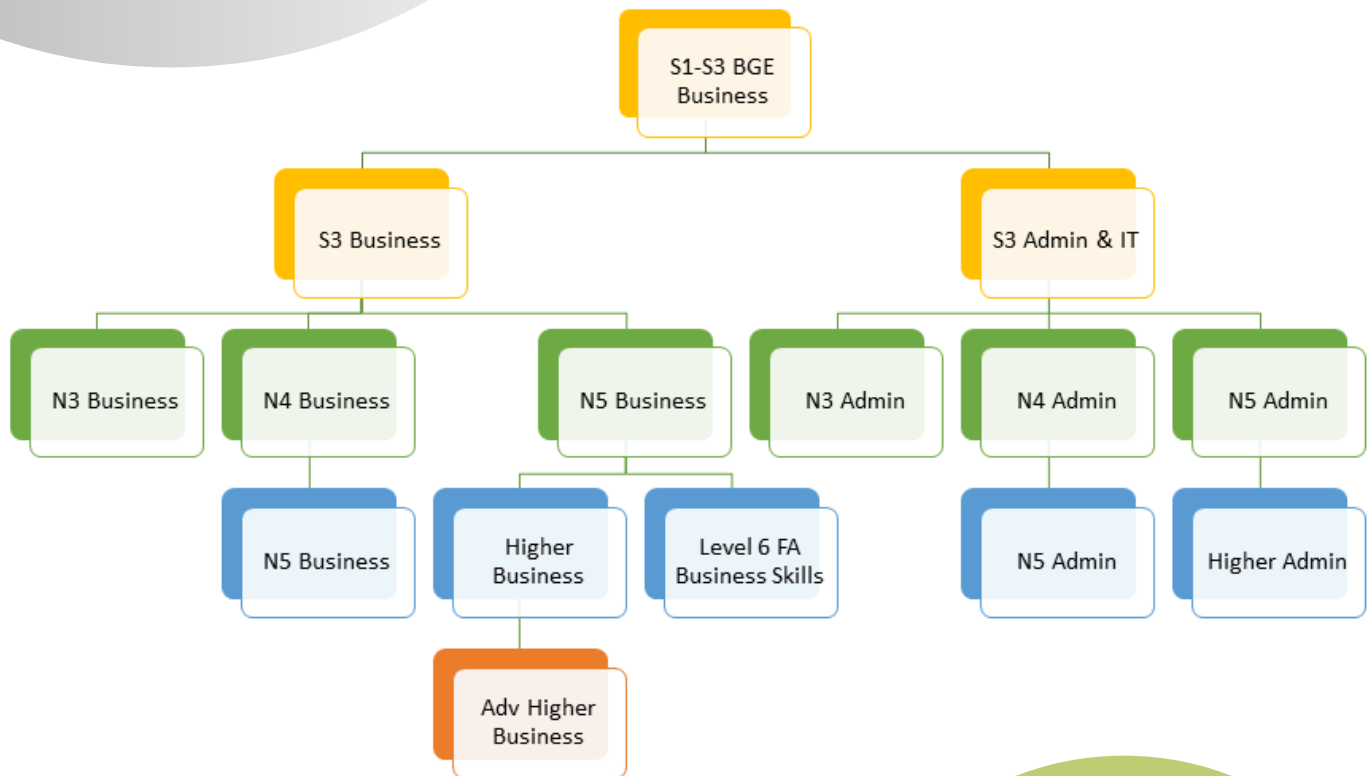
Curriculum Leader

Mr H Duncan



Pathways within school

S1-S6



SQA - Business

Skills & Careers

Pathways Post-school



WHY STUDY BUSINESS/ADMINISTRATION?

Business and Administration covers a wide area of topics, opening up many options for career pathways. Specialisation is not needed until later in life/study. The study of business and administration is advantageous for the student because transferable skills are developed; real life contexts are explored; knowledge about world events is gained; and an understanding of personal financial health will be reached. It suits all personality types from entrepreneurs to team players. Studying Business and Administration can lead to careers in:

- Teaching
- Management
- Consultancy
- Financial Advisor
- Accountancy
- Marketing
- PR
- Retail
- Sales
- Banking
- Insurance
- Project Management
- Operations
- Human Resources
- Finance
- Customer Service

