ADMINISTRATION AND IT

Why Administration and IT?
Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. The undertaking of this subject will teach you to effectively develop your use of IT software to an industry standard and to learn how to contribute positively to the Administrative systems that ensure that a business runs successfully.

In addition the Course makes an important contribution to supporting the wider curriculum and a learner's general education through developing a range of essential organisational and IT skills which will stand them in good stead regardless of the career path they ultimately choose.

What does the course involve?

- Active and independent learning through self and peer evaluations, reflecting on learning, making independent decisions
- A blend of classroom approaches including practical and experiential learning; group work and peer learning; internet research; visits
- Embedding literacy and numeracy skills; communicating ; reflecting; researching and presenting information; using technology
- Collaborative learning: working in pairs, small groups or larger groups to deliver presentations or organise events

The skills you will develop are:

- IT skills in the use of word processing, desktop
- publishing, spreadsheet, database software
- IT skills in the use of using technology for communication
- e.g. email
- Knowledge and understanding of how key legislation
- affects businesses and employees
- Knowledge and understanding of how organisations
- can develop effective customer care systems
- Organisational skills in the context of organising and
- supporting events
- Knowledge and understanding of social issues such as
- business use of IT and the impacts of IT
- Knowledge and understanding of administration in the
- workplace and of the attributes required of good administrators

How do I know if this course is right for me? Read through this list – if most of these apply to you then we look forward to seeing you in the course.

- I enjoy using IT software such as Word, Powerpoint and Spreadsheets and would like to further develop these skills
- I enjoy using the internet to research and extract information
- I like using my creative skills to design posters and leaflets
- I would to further develop my skills in communication and working as part of a team
- I would like to use my organisation skills to help plan and organise events
- I enjoy using my problem solving skills and enjoy a challenge
- I would like to further develop my range of skills for learning, life and work

How is your work assessed?
Assessment in this course will be varied. Your work will be assessed through ongoing monitoring of class work and class activities. Mini-Projects will be undertaken which will be similar to the Assignment undertaken in S4.

Homework in this course
Homework will be given regularly in order to reinforce your learning and to assess your progress. Homework activities will take a variety of forms in order to develop the organisational and problem solving skills of the course as well as a breadth and application of subject specific knowledge.

Possible pathways in the Senior Phase
The S3 course will form the basis for the following courses, all of which will be available in the Senior Phase:
- National 4 Administration and IT
- National 5 Administration and IT
- Higher Administration and IT