

Administration and IT

Why take this course?

The key role of administration is to provide support services which ensure the smooth running of a workplace or other organisation. This course emphasises the increasing role which Information Technology (IT) plays in the activities of all organisations.

Throughout the course technology is used to develop the skills of problem solving, organising and managing information in a business environment.

To succeed in this course, you need...

Since this is a practical course, to maximise your potential, good attendance is **essential**. Most of the coursework is carried out on computers and it can be difficult to catch up with work missed.

The course is suitable for you if you are well organised and like to work in a structured environment.

Course Content

The S3 course is entirely practical – all of your time is spent on computers. The following software applications will be used:

- word processing
- spreadsheets
- databases
- powerpoint
- desk top publishing
- electronic diaries

Course Assessment

Your classwork is marked and recorded. There will be occasional assessments which will bring together topics which you have been studying into an integrated assignment.

Where might this course take me?

The skills acquired during S3 will prepare you for ongoing study of Administration and IT at N4 or N5 level in S4. In addition these practical skills are demanded by employers and, being transferable, will prove invaluable whatever career is finally chosen.