



S3 ADMINISTRATION AND IT

What Themes or Topics will you study in this subject?

THIS COURSE COVERS THE THEORY AND PRACTICE OF ADMINISTERING A BUSINESS THROUGH THE USE OF APPROPRIATE SOFTWARE AND TRAINING.

What Skills for Life, Learning and Work will you develop in this subject?

LIFE: AWARENESS OF THE IMPORTANCE OF GOOD TIMEKEEPING AND ATTENDANCE, EFFICIENT USE OF TIME AND RESOURCES.

LEARNING: RESEARCH SKILLS, PRESENTATION SKILLS, PLANNING AND ORGANISING SKILLS, LISTENING AND TALKING SKILLS AND PROBLEM-SOLVING SKILLS.

WORK: TEAM-WORKING SKILLS, ICT SKILLS, PLANNING AND ORGANISATION AND WORKING TO DEADLINES.

SUBJECT SPECIFIC SKILLS: ICT SKILLS FOR BUSINESS USE, RESEARCHING SKILLS, EMAIL AND EDIARY SKILLS, TEAM-WORKING SKILLS, PROBLEM-SOLVING SKILLS.

What future study is available in this subject in the Senior Phase?

S4-S6: NATIONAL 4, NATIONAL 5 ADMINISTRATION AND IT

S5-S6: NATIONAL 4, NATIONAL 5 BUSINESS MANAGEMENT

S5-S6: HIGHER BUSINESS MANAGEMENT

S5-S6: NATIONAL 5 RETAILING

What Careers are available?

ALL TYPES OF BUSINESSES BOTH SMALL AND LARGE REQUIRE ADMIN SUPPORT. YOU WILL LEARN HOW TO USE THESE IMPORTANT APPLICATIONS IN A BUSINESS CONTEXT.

IF YOU DON'T EXPECT TO GO INTO WORK IMMEDIATELY, THEN THESE SKILLS ARE VALUABLE AND NECESSARY IF GOING ONTO HIGHER EDUCATION.

THERE ARE MANY APPRENTICESHIPS OPPORTUNITIES IN ADMIN AT A VAREITY OF DIFFERENT LEVELS.

“Committed to care & Excellence”