

BUSINESS EDUCATION - ADMINISTRATION & IT

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in other walks of life.

ADMINISTRATION & IT

What will I be learning about in this course

- To use appropriate MS Office software to solve problems
- To use IT to present and effectively communicate information
- To use software and equipment to develop administrative and management skills
- To understand office layouts and environment with regards to Health and Safety legislation
- How to keep information and technology secure

What skills will I develop?

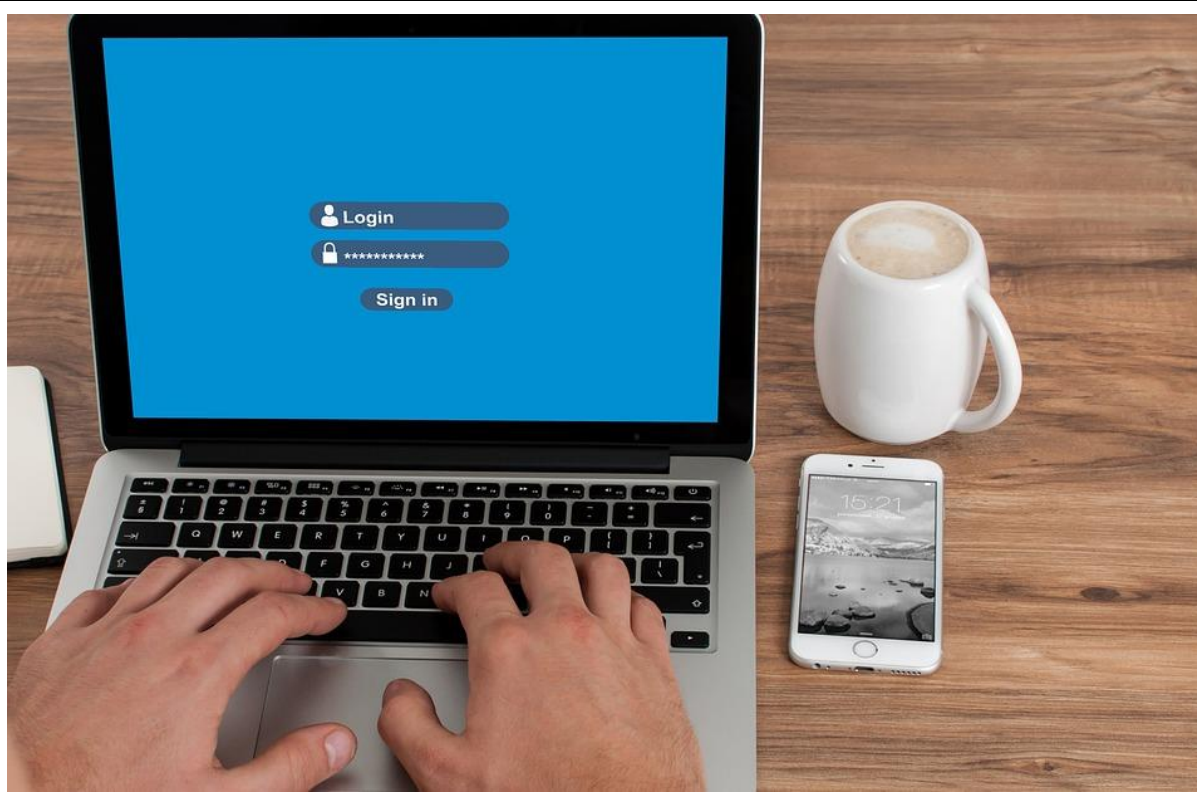
Develops a range of skills for learning, life and the world of work. They include a basic ability to use IT and aspects of literacy, numeracy and thinking skills. Information must be presented in a form appropriate to its purpose. Pupils whether working individually or with others, will be encouraged to produce work which is of a high standard in terms of accuracy and quality.

What learning and teaching approaches will I experience?

Variety of learning and teaching approaches are used within the course.

How will I be assessed?

Assessment will take the form of a series of integrated tasks necessary for the preparation of an event. These Events will become increasingly complex as pupil skills develop.



Examples of these tasks may include completing brochures, posters and presentations which effectively display information. Also included will be appropriate layouts for business documents, along with the use of spreadsheets and databases as tools for managing information.

What might this course lead to in the future?

The course prepares pupils for everyday life, the world of work, and for further study at N4 or N5 level.