



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.

AT HIGHER, THIS IS DONE AT AN ABILITY LEVEL APPROPRIATE FOR STUDENTS WHO WILL SOON BE ENTERING THE LABOUR MARKET.

What Skills will you develop in this subject?

YOU WILL LEARN TO DEVELOP AND ENHANCE YOUR IT SKILLS USING THE LATEST VERSION OF MICROSOFT OFFICE.

YOU WILL USE MICROSOFT ACCESS FOR PAYROLL, MICROSOFT EXCEL FOR COST MONITORING AND MICROSOFT WORD FOR DOCUMENT PRODUCTION, E.G. BUSINESS LETTERS, RECORDING OF MINUTES AND TRAVEL DOCUMENTATION.

At what levels can you study this subject?

NATIONAL 4, NATIONAL 5 OR HIGHER ADMINISTRATION AND IT

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.

MANY BUSINESSES REQUIRE HOLIDAY RELIEF STAFF WITH PARTICULAR IT/BUSINESS SKILLS USING THE SAME SOFTWARE THAT YOU WILL BE USING IN THIS SUBJECT.

“Committed to care & Excellence”