

**S2**  
**ADMINISTRATION**  
**AND IT**

**BUSINESS EDUCATION DEPARTMENT**

# STAFF

- Kirsty Andrews
- Stacey Martin
- Simon Gilbert
- Jill Struthers
- Joan Whiteley
- Sharon Bonar
- Pat McCaughey
- Margaret Hanlon

**S1 COURSE**

**S2**

**Administration**

**N5**

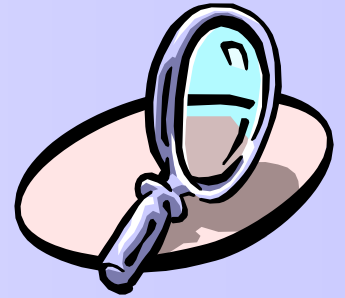
**Administration**

H Business  
Management

**Higher  
Administration**

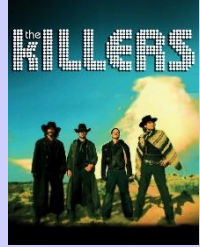
H  
ACCOUNTING

# ADMINISTRATION



Administration is designed to give students an insight into the way in which businesses function as well as developing IT skills.

The course work consists of a mix of a theory and practical.



# S2 COURSE

Word processing

Internet, chat rooms, online safety

Researching and presenting information

Travel

Sherlock Holmes

Managing the Band

Ergonomics

Event Management



# RESOURCES

- How to notes in class
- Class task booklets
- Notes in S3

# ASSESSMENTS

- Formal tests eg word processing test
- Posters
- Presentations
- Folio of work

# S3 AND S4

- Continue with Microsoft Office
- Develop independence and problem solving skills
- Theory covering: Legislation, Customer Service, Flexible working, Technology
- Assignment – 58%
- Exam – 42%

both test IT skills with a small element of theory included (18%)