**S3- ADMINISTRATION & IT**

**Course Content – What will I learn?**

The aim of the course is to allow you will develop ICT skills in a range of software packages used by businesses or in colleges and universities. Packages used include word processing, spreadsheets, databases, PowerPoint, desk-top publishing, electronic-diary, e-mail and Internet browsers.



In this course you will learn how ICT can be used to record and present information that will helps to make decisions and solve problems. You will also gain practical experience in a range of admin activities relating to planning and organising events. This course will allow us to develop skills that is required for collage, university and the world of work.

During the S3 you will study 3 units of work

* Communication – This unit will focus of this units is digital literacy. You will learn how to communicated information using a variety of application from PowerPoint to email.
* IT Solutional – This unit focuses on the skills required to process and analyse data. The applications covered will be word processing, spreadsheets and databases.
* Admin Practices - The purpose of this Unit is to introduce theory of administration in the workplace. It will cover employee’s responsibilities of security, health and safety, features of good customer care, and what is required of administrators

The course is very practical and you will spend most of your time completing ICT activities using a computer. Other teaching methods may include:

* Class discussion
* Written tasks
* Group work
* Giving presentations (individual or group)

**Assessment and Homework**

At the end of each topic there will be practical unit assessments and . National 5 students will also sit a topic assessment at the end of each topic to inform next steps:

You will be expected to complete written homework assignments for the Administrative Practices unit..

**Resources**

You will be issued with printed and electronic resources for use in homework and revision. The course will be published through Microsoft Teams, allowing all learners to consolidate and extend their understanding via independently led learning.

**Progression Pathways**

* National 4 Administration & IT
* National 5 Administration & IT