

ADMINISTRATION AND IT

Subject Description

This course is a practical course, making use of PCs and the Microsoft Office Package. Technology will be used in order to prepare all the necessary documentation involved with event management.

Course Content

The course requires you to make use of word processing, spreadsheet and database packages on the computer. In addition to this Publisher, email and internet will be required in order to produce items such as advertising materials, letters and invitations.

Progression and Pathways

The S3 course will form a basis for Administration and IT which will be available in the Senior Phase.

Administration allows you to learn the skills needed to operate a PC and will be of value in most jobs. There are many opportunities in the service sector requiring people to use ICT skills such as Administration Support Workers, Personal Assistants and Clerical workers.

There are also many different options in Further Education to continue studying Administration.