

Administration & IT

What is Administration and IT

Administration & IT is the ideal course if you want to improve your IT skills and knowledge using Microsoft Office. You will then be able to create professional-looking assignments and projects on your pc or laptop for other school subjects.

Having excellent IT and communication skills will also help you at university/college and be a real advantage with employment prospects.

The course provides experience in:

IT Applications – developing skills in organising and managing information using current and emerging technologies to create, edit and update business documents; gathering and sharing information electronically.

Administration in the Workplace – how IT is used to support business and includes planning and organising events, customer care and business legislation

Key Skills	Careers
Presentation	Event Management
Application	Media
Communicating	Office Administration
Evaluation	Travel and Tourism
Problem Solving	Private or Volunteer Sector
	Public sector

Useful links for more information or better still—ask the department!!

<https://www.myworldofwork.co.uk/my-career-options/job-profiles/administrative-assistant>

Progression

At Belmont Academy successful completion of Administration and IT in S3 can lead onto National 4 to Higher in the Senior Phase. The skills developed here are transferrable to all other subjects and can help with planning and preparing to study, present and record other assignments.

**Broad General Education
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