S3 Business Administration

# Course Rationale

### What will I learn? You will be learning about Business and Administration through the use of appropriate ICT

# Course Content

#### **Business/Accounting & Economics**

### Types of business organization, flexible working practices, functional departments and what they do, sources of finance and selecting suitable options, management of accounting statements and profit calculation, sectors of the economy, economic factors impacting on business and internal/external factors impacting on business.

#### **Administration**

### Working within the context of a business organization, you will carry out a wide range of administrative tasks using a wide range of ICT Software.

### You will prepare spreadsheet cost statements, maintain staff/supplier database files, prepare presentations and reports, prepare various business documents and source appropriate information from the internet.

# Skills

### I will be using ICT throughout the course

### How to use spreadsheets

### How to use databases

### How to use word

### How to present information using DTP and PowerPoint

### How to make the best use of the internet, email and e-diary

# Course Assessment

### The course is very practical. There are theoretical aspects which will be taught through a variety of means, teacher led, working together or individually to research, class discussions etc

# Progression

### Most pupils will be sitting work at level 4 which is appropriate for their age/stage and flexible enough to support and stretch pupils as to their needs.

### Progress from this course would be National 5 Business Management, National 5 Administration and IT, National 5 Accounting and National 5 Economics, in S4.

# Career Pathways

Business Administrators are required in many industries across all sectors (eg; Finance, Banking, Hospitality, Charities) and this course helps to develop an understanding of what would be involved in any Administration/Supervisory position.

Administrative Assistant Administrative Officer (Courts) Call Centre Operator

Car Rental Agent Catering Manager Civil Enforcement Officer

Civil Service Administrative Officer