Business & Computing Faculty

S3 Admin and IT

What will I be learning?

In S3, you will attend Admin and IT for four periods per week and will study the following units:

- Spreadsheets
- Databases
- Word Processing
- PowerPoint
- Electronic Communication

The skills that you will develop throughout this course will be invaluable in any career path that you pick after school.

How will I be assessed?

All units in the S3 Admin and IT course have tracked activities. These activities allow you to demonstrate the skills and knowledge you are developing throughout this course.

You will receive feedback on your progress from your teacher and a 'grade' of bronze, silver or gold level, to help you understand how you are progressing through the course.

Your teacher will share with you how to achieve each level, so you know how to improve your result on the next task.

Don't worry if you need additional support to complete your assessments – your teacher will organise this for you!

What does homework look like?

You will receive a variety of different pieces of homework throughout the course.

The homework will be made available on Satchel One, and resources will be uploaded to your class Teams Page for you to refer to if you need some extra support when completing your homework.