

# Administration and IT Higher

## Why take this course?

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. This course is designed for those who are interested in the management aspects of administration and advanced uses of IT.

You will develop a range of skills, including the ability to use a range of functions in – word processing, spreadsheets, databases, desktop publishing and presentation.

The course is a blend of applied, experiential learning and related theory relevant to the world of work. It enables you to work towards industry standards in IT in an administration related context.

## To succeed in this course, you need...

It's beneficial to have passed National 5 for Higher study in this subject, however, it is possible for a motivated and hard-working student to study this course without previous background in this subject area.

This is a practical course, to maximise your potential good attendance is **essential**. Most of the coursework is carried out on computers, and is often completed within a specified timeframe. It can be difficult to catch up with work missed.

## Course structure and content (subject to change by SQA)

The course is comprised of 3 units:

### Administrative Theory and Practice

This is a theory-based unit which covers the factors required in an effective administrative function. It includes areas such as strategies for effective time and task management, workplace legislation, team-working and customer care.

### IT Solutions for Administrators

Skills in IT are developed during this unit. You will use a range of programs to analyse, process and manage information.

### Communication in Administration

The practical IT skills developed in this unit will enable you to research and communicate complex information to others.

## Course Assessment

### Assignment – 70 marks

This is a practical assignment which will assess your ability to apply your problem solving and advanced IT skills in the context of a complex scenario. It is completed in class time towards the end of the spring term (in exam conditions) and is marked externally by SQA.

### Exam – 50 marks

Written exam (1 hour 30 minutes)

## Where might this course take me?

You will be able to utilise the acquired administration and IT related knowledge, understanding and skills at home, in the wider community and, ultimately, in employment.

The ability to use the Office suite of programs effectively will be of benefit to any area of future study.