**HIGHER ADMINISTRATION AND IT**



**Entry Level**

National 5 pass in Administration and IT

Crash Higher in S6 at discretion of Principal Teacher

**Why study Administration and IT**

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in education and other walks of life.

Administration and IT enables pupils to understand the importance of administration and to embrace and use IT in day to day life. The Administration & IT course lays foundations for lifelong learning in IT and IT literacy will support education, work and life.

**The Course aims to enable pupils to develop:**

* knowledge and understanding of administration in the workplace
* advanced IT skills for processing and managing information
* skills to communicate complex information making appropriate use of IT
* skills in events management

The Course is relevant to the world of work and its uniqueness lies in enabling pupils to work towards industry standards in IT in an administration-related context.

**Course Content**

The course contains 3 compulsory units (1 theory and 2 practical)

Administrative Theory

IT Solutions for Administrators (Practical IT Skills)

Communication in Administration (Practical IT Skills)

These units will be taught concurrently

Administrative Theory

* factors contributing to effectiveness in the workplace
* workplace legislation
* effective team working
* importance of customer care

IT Solutions for Administrators (Practical IT Skills)

Develop advanced IT skills which can be used to analyse, process and manage information

* Advanced word processing to create complex business documents
* Spreadsheets including the use of complex formula
* Databases for analysing and presenting business information
* Desktop publishing and presentation software

Communication in Administration (Practical IT Skills)

Develop advanced IT skills for researching and communicating business information

* Communication IT (email, ediary, internet, blogs, podcasts)
* Understand barriers to communication and ways of overcoming them
* Develop knowledge and understanding of IT security issues and ways to protect data

**Assessment**

To gain a Higher in Administration & IT pupils must pass all of the internally assessed Units as well as the Course assessment.

Highers will be graded A – D.

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| **Course Assessment** | **Weighting** | **Time Allowed** | **Assessment Conditions** |
| Theory Question Paper | 30% | 1 hour | During SQA Exam Diet |
| Practical IT Assignment | 70% | 2 hours | Completed in Class |