



Higher Administration & IT

BUSINESS EDUCATION – ADMINISTRATION & IT

Administration and IT is at the heart of technological advances within the workplace, and this is reflected in this particular course. It offers pupils the opportunity to develop crucial workplace skills and knowledge which will allow them to access, understand and prepare for their future careers.

ADMINISTRATION & IT – Higher

What are the aims of this course?

The aims of this course are to provide opportunities to:

- Develop knowledge and understanding of administration in the workplace and its importance
- Develop a range of advanced IT skills for processing and managing information
- Develop a range of skills to communicate complex information effectively, using IT effectively
- Acquire skills in managing the organisation of events

What are the recommended entry levels for this course?

National 5 Administration and IT (A/B) **and/or** the informed decision of the Principal Teacher of Business Education.

What content is included in this course?

There are 3 units studied:

Administrative Theory and Practice

- Provide an account of the factors contributing to the effectiveness of the administrative function
- Provide an account of customer care in administration

IT Solutions for Administrators

- Use complex functions of a spreadsheet/database/word processing to provide solutions asked for in a task

Communication in Administration

- Communicate complex information to a range of audiences and effectively manage sensitive information

What are the homework requirements?

Written homework will be issued on a regular basis to reinforce learning. Practical exercises will be issued to practice at home depending on access and availability of IT and software.

- Answering written questions (theory based)
- Learning necessary facts and reading over notes
- Preparing files for use in class

Pupils will be expected to produce and submit homework of a very high standard.

What are the possible progression routes?

Further qualifications in Administration & IT or related areas. Studying this course will not only equip pupils with the level of competence required for using a range of software packages in an office environment, but with transferable skills to use in any walk of life.

What skills will I develop?

Skills developed include:

- Communication
- Team working,
- Customer service
- Information and communications technology skills
- Problem solving
- Decision-making

These skills will help to prepare you in your transition to the next step for all types of employment and will enable you to integrate into the World of Work which will also benefit society and provide you with the opportunity in becoming future office managers.

What learning and teaching approaches will I experience?

Integrated and varied approach to learning and teaching. Each method will be individually tailored to the units within the course. These approaches will be a combination of teacher-led, group working and whole class discussions and will be enhanced by use of the interactive whiteboard.

How will I be assessed?

The course assessment for Higher Administration and IT consists of two component parts:

- **Question Paper – 50 marks**
- **External Assignment – 70 marks**

The question paper is designed to assess the candidate and their competence to apply and retain their understanding of the course in a working office environment with reference to working practice legislation and real to life case studies.

The assignment is designed to provide candidates with the opportunity to demonstrate their understanding of how each unit fits into a working context showing how they apply the software to each specified task.