

## ADMINISTRATION & IT – HIGHER

### What are the aims of this course

The course is designed for those who are interested in the management aspects of administration and advanced uses of IT, in particular improving your skills in the main business software packages (Excel, Access, & Word). You will also get the opportunity acquire skills in Event Management.

The course is a blend of applied, experiential learning and related theory and uses real-life contexts, which makes this course relevant to the world of work. Its uniqueness lies in enabling you to work towards industry standards in IT whilst developing your knowledge and understanding of current administrative practices. The course also takes into account emerging technologies such as social media and the impact they can have on organisations.

### What are the recommended entry levels for this course?

The recommended entry to this course is to have already attained National 5 Administration & IT.

**\*\*\*However, as there no opportunity to study this subject lower down in the school, it is possible to take this higher as a “crash”\*\*\*.** If the Higher proves to be too challenging then there is the option to work towards the National 5 qualification instead.

### What content is included in this course?

**Course Details:** This course has 3 mandatory units

**IT Solutions for Administrators** *This unit should enable you to:*

- Develop your skills in IT to organise and manage information in administration related contexts
- Be able to use a variety of business software to analyse, process and manage information in order to create and edit relatively complex business documents.

**Communication in Administration** *This unit should enable you to:*

- Develop a range of IT skills for research and communicating information to others
- Develop an understanding of barriers to communication and how to overcome them as well as how to maintain the security and confidentiality of information.

**Administrative Theory and Practice** *This unit should enable you to:*

- Acquire an in-depth knowledge and understanding of the factors contributing to effectiveness of the administrative function such as strategies for effective time and task management, effective team working, customer care and workplace legislation
- Analyse the role and importance of human resource management in business.

### What skills will I develop?

The course promotes the development your IT skills, using technology for communication and research, event management, solving problems and team work

### What learning and teaching approaches will I experience?

- Active and open ended learning activities such as research, case studies and presentation tasks
- Practical experience using the main software business packages in business related tasks
- Team work for event management
- Textbooks & course notes
- Teacher led questions & additional theory via power point
- Past paper practice
- DVD's / You Tube to demonstrate theory

### How will I be assessed?

- 3 Units – (1) Added Value, (2) Question Paper (theory) and (3) IT based assignment
- There will be an assessment opportunity (prelim) in January
- The final grade will include a theory exam paper and an IT project (completed in class).

### What are the homework requirements?

- Homework will be issued on a weekly basis

### What are the possible progression routes?

We do not offer Advanced Higher but a Higher pass in this subject will give you an excellent understanding of IT and Administrative procedures which will be of benefit if in whatever career you embark on