

Higher Administration & IT

Course Rationale

The key purpose of this Course is to develop learners' advanced administrative and IT skills and, ultimately, to enable them to contribute to the effective functioning of organisations in supervisory administrative positions.

Course Content

The course is divided into 2 areas; Administrative Theory and Practice and IT applications.

Administrative Theory and Practice

- Role of Administrative Assistant
- Strategies for effective time and task management
- Characteristics and the importance of effective teams
- Workplace legislation and strategies for ensuring compliance
- Impact of digital technology on an organisation
- Customer Care
- Procedures for organising and supporting a range of meetings and events
- Appropriate methods of communication and research

IT applications

- Word-processing
- Spreadsheets
- Relational Databases
- Presentations
- Electronic communication

Skills

The following summarise the 'main' skills being developed throughout this course

- Understand administration in the workplace and its importance
- Take responsibility for key administrative tasks
- Develop a range of advanced IT skills for processing and managing information
- Communicate complex information effectively, making appropriate use of IT
- Develop skills in managing the organisation of events
- Solve problems in the context of administration
- Understand relevant health, safety and security legislation and workplace procedures
- Employability

Course Assessment

Question Paper – 42% (sat at the exam diet in May)

Assignment – 58% (carried out in class, in March and sent to the SQA to be marked)

The question paper will test pupils' knowledge and understanding of Administration theory. This will be performed under exam conditions during the main diet of exams in May.

The assignment will take place in March, under exam conditions and within class time. Pupils work will then be sent to the SQA for external marking. The assignment will test pupils' practical ability over a range of tasks using the entire range of office software within the context of working for a business organisation.

Progression

Successful candidates can choose to follow another Business Education/Computing Science subject within the Faculty.

Career Pathways

Administration Assistant which can apply to all types of business organisation.