Higher Administration & IT (also offered at National 5 level)

SCQF – Level 6 – 24 Credit Points

Course outline

The key purpose if 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 Units

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

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| **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 |

Pupils will be expected to demonstrate a sound capability in using the features of each package to solve administrative tasks in the context of working as an administrator for an organisation.

Skills for learning, skills for life and skills for work

***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.

Career Pathways

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

For ideas; *www.myworldofwork.co.uk*

Progression

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

*Link for further information:* https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/