Higher Administration and IT (Course Code: C801 76)

SCQF Level 6 (24 Credit Points)

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 other walks of life.

This course is designed to help you to understand and take part in the business and information environment. You will gain skills in managing information, organising, planning, problem solving and decision making.

The skills that you develop in Administration and IT are useful in many career areas such as office work, economics, human resource management, management services and public services administration.

Career Pathways

To see what career areas this subject could lead to and the routes to get there, download and view these career pathways:

Administration and Management

Buying, Selling and Related Work

Computing and ICT

Hospitality, Leisure and Tourism

Law

Property and Facilities

Teaching and Classroom Support

What do I need to get in?

Entry is at the discretion of the school or college but you would normally be expected to have:

- **National 5 Administration and IT**

What will I study?

The course consists of **two** areas of study.

Administrative theory and practice

You will learn about the factors contributing to an efficient administrative function: time and task management, effective teams, complying with workplace legislation, the impact of digital technologies, and customer care.

Content includes:

- the role of administrative assistant; strategies and importance of effective time and task management; characteristics and importance of effective teams; knowledge of workplace legislation and strategies for ensuring compliance; impact of digital technology on the organisation; features of good customer care; organising and supporting meetings and events; appropriate methods of communication and research.

IT applications

You will learn how to organise and manage information using digital technology in administrative contexts. You will create and edit complex business documents using software application functions to analyse, process and manage information. You will learn about barriers to communication and ways of overcoming them to ensure effective communication, and how to maintain the security and confidentiality of information.

Content includes:

- word processing; spreadsheets; relational databases; presentations; communication.

How will I be assessed?

The course assessment has **two** components **totalling 120 marks**:

- Component 1: question paper – worth 50 marks (consisting of two sections, section 1 worth 10 marks, and section 2 worth 40 marks)
- Component 2: assignment – worth 70 marks.

For the assignment you will demonstrate your skills in using complex IT functions, such as word processing, producing spreadsheets and desktop publishing, and apply them in the context of managing the organisation of an event.

Both the question paper and the assignment are set and externally marked by the Scottish Qualifications Authority (SQA).

The grade awarded is based on the total marks achieved across course assessment.

The course assessment is graded A-D.

Study Materials

- SQA Past Papers Administration and IT Higher
- SQA Specimen Paper Administration and IT Higher
- SQA Understanding Standards Administration and IT
- Ushare Study Resources

What can I go on to next?

If you complete this course successfully, it may lead to:

- other qualifications in Administration and IT or related areas.

Further study, training or employment in:

- Administration and Management
- Buying, Selling and Related Work
- Computing and ICT
- Hospitality, Leisure and Tourism
- Law
- Property and Facilities
- Teaching and Classroom Support