Administration

The Higher Administration and IT course develops administrative theory and practical IT skills for workplace efficiency. Candidates gain expertise in time management, teamwork, legislation, digital technologies, and customer care, while enhancing their ability to organise and manage information using advanced word processing, spreadsheets, databases, and presentation software. The course also covers effective communication, problem-solving, digital technology in the workplace, and event organisation, ensuring learners are well-prepared for administrative roles.

Topics Covered

- Administration Theory in the Workplace
- Using the Features of IT Applications:
    - Databases Software
    - Spreadsheets Software
    - Word Processing Software
    - Presentations Software
    - Publisher Software
- Electronic Communications: E-Mail, E-Diary, Reminders and To-do

Assessment Breakdown

Overall Marks - 120

Question Paper - 50 marks
(**42%** *of overall grade*)

Assignment - 70 marks
(**58%** *of overall grade*)

Skills Gained

- *ICT Skills*
- *Communication*
- *Problem Solving*
- *Attention to Detail*
- *Proactiveness*
- *Leadership*
- Team Work
- *Time Management*
- *Customer Service*
- Professionalism
- Data Management
- Team Work
- Presentation Skills

Progression & Possible Career Paths

Progression:

- Level 6 Business & IT
- A college or university course

Possible Career Paths:

- Administrative Assistant
- Office Manager
- Human Resources Specialist
- Data Entry Clerk
- Business Administrator
- Administrative Support
- Contract Operations Administrator
- Customer Service Specialist

Entry Requirements and advice

For Higher Administration and IT, candidates are generally expected to have achieved National 5 Administration and IT. If they are 'crashing' this subject, as there is a large theory element, pupils would be expected to have strong written English - preferably a A or B grade in Higher English.

It's important Administration pupils are in school as much as possible. The course is skills focused and requires daily demonstrations and practice tasks. IT Applications and Electronic Communications are topics which pupils may struggle to study at home without adequate hardware/software or teacher input.