

**SUBJECT NAME            ADMINISTRATION & IT**

**AWARD RECEIVED        HIGHER GRADE**

Administration and IT involves learning how to use ICT to manage information and people in a business context.



**ENTRY LEVEL – What do I need to do it?**

Students should ideally have an N5 award in Admin & IT at grades A or B. Students with a pass in Higher Computing Science or an A Grade pass in N5 pass in Computing Science are also encouraged to apply. S6 students with Higher Business Management are invited to crash the course provided they have robust digital literacy skills in commonly used software (Word, Publisher, PowerPoint, E-mail). Crash students will be required to work through N5 Admin & IT materials to build skills in key software packages at key points in the year.

**COURSE CONTENT – What will I learn?**

Building on skills and knowledge from the N5 Admin & IT course, you will develop advanced ICT user skills in software packages used by businesses, in colleges and universities. Packages used include word processing, spreadsheets, databases, PowerPoint, electronic-diary, e-mail and uses of the Internet.



The course is a blend of experiential learning and related theory and uses in real-life contexts, which makes it relevant to the world of work. It enables learners to work towards industry standards in IT in an administration-related context. While the skills, knowledge and understanding developed reflect current administrative practice, the course takes account of emerging technologies to ensure its continuing relevance.

**TEACHING METHODS – What will I do?**

You will spend much of your time on ICT activities using a PC. Other teaching methods may include class discussion, written (word processed) questions, group work and delivering presentations (individual or group).

## ASSESSMENT

Over the year, you will undertake on-going assessment for formative purposes in the following areas:

- **IT Solutions for Administrators** – a computer based unit requiring the use of complex functions of spreadsheets, databases and word processing software to find solutions to business problems.
- **Communication in Administration** – requiring the communication of complex and sensitive information by selecting appropriate communication methods, understanding barriers to communication, and ensuring security and confidentiality of information.
- **Admin Theory & Practice** – including time and task management, effective team building, compliance with workplace legislation, impact of IT on working practices, effective customer care, monitoring and evaluating the quality of customer care.

The end of course assessment has 2 components:

- **ICT Assignment** (58% / 2 hours) – use of complex IT functions in word processing, spreadsheets, databases, Internet browser, e-diary/calendar and presentation software to solve problems in the context of event management.
- **Question Paper** (42% / 90 minutes) – section 1 questions based on case study stimulus plus section 2 question sets sampling knowledge and understanding from across the course.

## HOMEWORK

For the ITSA and CiA units you will be required to complete practical ICT activities out with normal timetabled classes. These can be completed at home and e-mailed to your teacher (if you have compatible software), or in school during non-contact periods. You will also be required to complete more traditional style homework assignments for the Administrative Theory and Practice unit.

## PROGRESSION

Higher Admin and IT will equip students with essential digital literacy, information management and employability skills which will facilitate smooth progression to further courses of study at college or university and/or employment.

Students will be able to progress laterally to an N5 or crash Higher Grade course in Business Management or to an N5 course in Computing Science.