

Department: Technologies

Course Title: Administration and IT Higher

Course Description

The Course aims to enable learners to develop and extend:

- knowledge and understanding of **administration in the workplace** and its importance
- a range of **advanced IT skills** for processing and managing information
- a range of skills to **communicate complex information** effectively, making appropriate use of IT
- acquire skills **in managing the organisation of events**



Assessment

Internal assessment will be through a number of practical tasks and the course assessment will consist of 2 components: an IT assignment worth 70 marks over a 2 hour period and a question paper worth 30 marks in 1 hour.

Home Study Expectations:

Students will be expected to undertake their own home study and complete Homework that will be issued every week to assess their progress and improve understanding of work completed in class.

Possible next level of study

Higher National Certificate, Diplomas and Degrees in Business subjects.



Possible Career Paths

Successful completion of this course opens up a range of progression routes including Higher and further education. Possible future careers include: banking, **accounting**, insurance, **paralegal services**, travel and tourism, **office management**, clerical work, **quality management**, human resources, **event management**, local government, **court administration**, housing administration.

Wider Achievement Opportunities

There will be opportunities to visit workplaces and experience the **world of work**. **Leadership and enterprise** opportunities will exist throughout the course during project based work. The course also allows students to **apply their knowledge**, understanding and practical skills to **solve problems** and help others at home and in almost any job they take in the future.