

Higher Administration and IT (Course Code: C801 76)

SCQF Level 6 (24 Credit Points)

Why study Administration and IT?

Higher Administration and IT is a great course if you're interested in the business world and want to develop skills that are super useful in almost any job. Administration is a growing field, and these skills are needed across every sector, so whether you're into office work, management, or public services, this course will set you up for success.

You'll learn how to manage information, organise tasks, and plan your time effectively. You'll also pick up problem-solving and decision-making skills that will help you tackle real-life challenges in a work environment. Plus, you'll get a solid understanding of how businesses and organisations operate, and how IT plays a massive role in all of that.

The skills you develop in this course will open doors to careers in loads of areas, including office work, economics, human resources, management, and public services. Whether you're looking for a career in business or just want to be more organised and tech-savvy, Higher Administration and IT gives you a solid foundation to build on.

What do I need to get in?

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

- **National 5 Administration and IT / National 5 Business / NPA Business and IT**

What will I study?

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

Administrative Theory and Practice

You'll discover how businesses and organisations run smoothly. You'll learn about things like time and task management, working well in teams, following workplace rules, how digital tech impacts businesses, and how to provide great customer service. You'll also pick up skills in organising meetings and events, communicating effectively, and doing research. This section covers the role of an administrative assistant, managing tasks, understanding workplace laws, and the key features of good customer care.

IT Applications

You'll get hands-on experience with the digital tools used in admin work. You'll learn how to create and manage business documents, use spreadsheets, and handle databases. You'll also learn how to make presentations and how to communicate clearly, both in writing and with others. Plus, you'll understand how to keep information safe and private, and how to get around any communication barriers to make sure things run smoothly. 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 – 50 marks

This is made up of two sections.

- Section 1 is worth 10 marks
- Section 2 is worth 40 marks.

You'll be tested on your understanding of the theory behind administration and IT.

Component 2: Assignment – 70 marks

For this part, you'll show off your skills by completing an assignment where you use IT tools like word processing, spreadsheets, and desktop publishing. You'll apply these skills to manage the organisation of an event, giving you the chance to show how you can put your knowledge into practice.

Both parts of the assessment are set and marked by the Scottish Qualifications Authority (SQA). Your final grade will be based on your total score across both assessments, and the course is graded from A to 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](#)