

## What will I study?

There are two units of study:

**IT Applications:** —Developing practical skills using office and emerging technologies applications to create complex business documents. Communicating complex information to others using a wide range of methods. Handling information securely and confidentially. Communication barriers and how to overcome them.

**Administration Theory in the workplace**—Developing knowledge and understanding of strategies for effective administrative practices including customer service, health and safety legislation, security of property, people and information and working in an effective team.

## What skills will I develop?

This course is themed around event management and will develop your problem solving and core IT skills to an advanced level. You will learn advanced skills using Microsoft Office applications.

It will develop your online research, referencing and emailing skills.

You will develop advanced office administration skills—communication, planning, prioritising, team working and customer service.

## How will I be assessed?

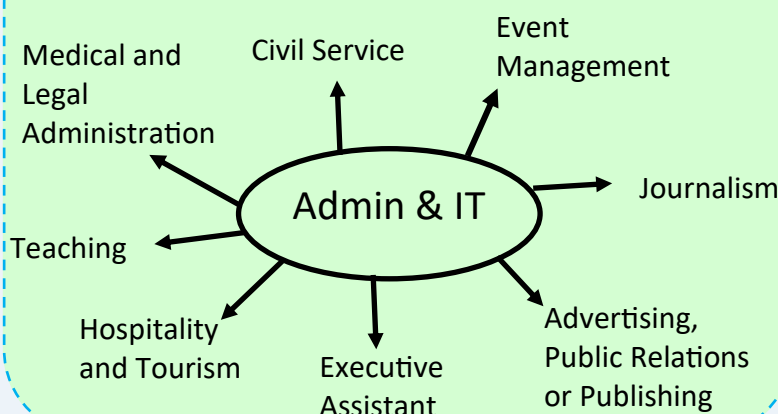
Currently there is a 1 1/2 hour external Administration theory exam.

There is also a 2 hour practical skills examination based around event management that examines all the skills developed although this may change.

## What help is Higher Admin & IT after school?

- You will have a range of IT skills that you will find invaluable irrespective of your chosen path. Eg. At Uni, Teaching, Administration, Events Management, etc.
- University/college courses
- Employment or vocational training in a variety of different areas.

## Possible Careers



Need more info? - [Highers in a Nutshell](#)