

National 3 Administration and IT (Course Code: C701 73)

SCQF Level 3 (18 Credit Points)

Why study Administration and IT?

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in other walks of life.

This course is designed to help you to understand and take part in the business and information environment. You will gain skills in managing information, organising, planning, problem solving and decision making.

The skills that you develop in Administration and IT are useful in many career areas such as office work, economics, human resource management, management services and public services administration.

Career Pathways

To see what career areas this subject could lead to and the routes to get there, download and view these career pathways:

[Administration and Management](#)

[Buying, Selling and Related Work](#)

[Computing and ICT](#)

[Hospitality, Leisure and Tourism](#)

[Law](#)

[Property and Facilities](#)

What do I need to get in?

The school or college will decide on the entry requirements. You would normally have achieved:

- National 2 Business in Practice

What will I study?

You will learn how to use computer software such as databases, spreadsheets, desktop publishing, internet, email, word processing and presentation software. Much of the time will be 'hands-on' at your own computer.

The course has **three** compulsory units.

IT Solutions for Administrators (6 SCQF credit points)

In this unit you will:

- complete basic administrative tasks
- use word processing, spreadsheets and databases to create and edit documents.

Communication in Administration (6 SCQF credit points)

In this unit you will:

- use the internet to find information related to everyday administrative functions
- edit presentations and send emails.

Administration in Action (6 SCQF credit points)

In this unit you will:

- use digital literacy skills to work through a series of basic administrative tasks given in a scenario.

How will I be assessed?

Your work will be assessed by your teacher or tutor on an ongoing basis throughout the course. Items of work might include:

- practical work - such as word processing documents and spreadsheets
- projects
- class-based exams.

You must pass all three units to get the qualification.

Study Materials

What can I go on to next?

If you complete the course successfully, it may lead to:

- **National 4 Administration and IT**

Further study, training or employment in:

- Administration and Management
- Buying, Selling and Related Work
- Computing and ICT
- Hospitality, Leisure and Tourism
- Law

- Property and Facilities