

## National 4 Administration and IT (Course Code: C701 74)

SCQF Level 4 (24 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](#)

[Teaching and Classroom Support](#)

### What do I need to get in?

Entry is at the discretion of the school or college but you would normally have achieved one of the following:

- National 3 Administration and IT
- National 3 Business

### What will I study?

You will learn about administration in the workplace and workplace legislation affecting employees. You will also develop customer care skills and learn how to organise and support events. The course covers a range of IT

applications such as word processing, spreadsheets, databases and desktop publishing.

There are **three** compulsory units, plus an **added value** unit that assesses your practical skills.

### **Administrative Practices (6 SCQF credit points)**

In this unit you will learn about:

- employee's responsibilities of security, and health and safety
- key workplace legislation affecting employees
- digital literacy skills, to carry out a range of administrative tasks for supporting events.

### **IT Solutions for Administrators (6 SCQF credit points)**

In this unit you will learn how to:

- use word processing applications to create and edit business documents
- use spreadsheets and databases applications to manage information
- organise and process information in administrative situations.

### **Communication in Administration (6 SCQF credit points)**

In this unit you will learn how to:

- use digital literacy skills to gather and share information with others
- communicate information showing an awareness of context, audience and purpose.

### **Added Value Unit: Administration and IT Assignment (6 SCQF credit points)**

In this unit you will:

- plan and prepare documentation to a given brief
- use previously created documents to complete your task.

## **How will I be assessed?**

Your teacher will assess your work throughout the course. Items of work might include:

- practical work – such as leaflets, presentations or documents
- written work – research assignments and case studies
- projects
- class-based exams.

You must pass all the units including the practical unit to gain the course qualification.

## **Study Materials**

## What can I go on to next?

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

- **National 5 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
- Teaching and Classroom Support