National 5 Administration and IT (Course Code: C801 75)

SCQF Level 5 (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:

- **National 4 Administration and IT**
- **National 4 Business**

What will I study?

Administration and IT is a practical course that provides you with experience of real-life administration tasks and engaging practical activities relevant to the world of work. There is an emphasis on the development of

transferable life skills and the application of these skills.

Through following the course you will become aware of the use of technology within the workplace, as you complete organisational tasks.

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

Theory

You will be introduced to the responsibilities of organisations, the skills/qualities and tasks (duties) of the administrative support function, and the impact of these in the workplace.

You will learn about:

- administration theory in the workplace: tasks, skills/qualities of administrators, customer services, health and safety and security of people, property and information
- sources of information from the internet
- file management: features, benefits of good and consequences of poor file management
- corporate image: features, benefits of having a corporate image and consequences of no/negative corporate image
- electronic communication: methods, features, uses and benefits.

IT applications

You will develop skills in IT, problem-solving, organising, and managing information. You will select IT applications to create and edit business documents, gather and share information, and develop skills to communicate information.

You will learn about:

- Word processing and/or desktop publishing: creating documents, word processing skills, creating tables, importing data, merging data, using comments and printing documents
- Spreadsheets: creating and editing a workbook, applying advances features and formulas, using comments, creating and labelling charts, printing worksheets, merging data with word processing documents.
- Databases: creating forms, reports and labels; editing databases using tables and forms; searching information on a database; sorting information and printing; merging data with word processing documents
- Presentations: using functions of multimedia applications to create and edit presentations; printing presentation in different formats
- Electronic communication: searching for, extracting and downloading relevant information form the internet/intranet; using email, e-diary, tasks/to-do list and setting reminders.

How will I be assessed?

The course assessment has **two** components **totalling 120 marks**:

- Component 1: question paper – worth 50 marks
- Component 2: assignment – worth 70 marks.

The course assessment for this course consists of an assignment component where you will be asked to work through a series of planning, support and follow-up stages for a specific event.

The assignment component will be set and externally marked by the Scottish Qualifications Authority (SQA).

The question paper will be set and externally marked by SQA.

The grade awarded is based on the total marks achieved across all course assessment components.

The course assessment is graded A-D.

Study Materials

- SQA Past Papers Administration and IT National 5
- SQA Specimen Paper Administration and IT National 5
- SQA Understanding Standards Administration and IT
- Ushare Study Resources

What can I go on to next?

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

- **Higher 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