



Course Choice Information – Administration & IT Nat 5

Course Information & Content

The National 5 Administration and IT course provides pupils 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.

Pupils following the course become aware of the use of technology within the workplace through the completion of structured tasks.

The course has two areas of study:

Administration Theory

Pupils are introduced to the responsibilities of organisations, the skills, qualities and duties of the administrative support function, and the impact of these in the workplace. This includes customer service roles, health & safety and corporate image understanding.

I.T. Applications

Pupils will develop skills in using IT packages including: Word Processing; Desktop Publishing; Spreadsheets; Databases; Presentation; and Electronic Communications.

Pupils learn how to organise and manage large amounts of information used by businesses, and how to gather and share information effectively.

Assessment

The course is assessed by two components:

- Course Assignment: a practical task done in class (58%)
- SQA Exam: sat during the main exam diet in May (42%)

Homework

Homework will be set on regular basis and can include completion of classwork, practice of technical terms, revision and consolidation questions and answers. Access to a computer would be beneficial; Office 365 can be freely downloaded via GLOW.

Progression

Higher Administration & IT |NPA PC Passport |Level 6 |Foundation Apprenticeship Business Skills |HNC/D courses at college |Business Degrees at University

Career Options

Almost any modern career benefits from Computing and I.T. skills and understanding key pieces of administrative software. Specific areas might include:

Secretarial jobs |Administration |Data researcher |Sales rep |Journalism or advertising |HR |Publications
Accountancy |Social Media Analyst |Database Administrator |Online Media |Teaching and lecturing
|Business management |Financial and budgeting roles

[Further information - SQA](#)

