

Administration and IT

National 5

Progression through Administration and IT

Higher
Business

Related
HNC/HND
courses



Course Content

Administration and IT cuts across all sectors of the economy and offers wide-ranging employment opportunities. The National 5 Administration and IT course provides candidates 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. Candidates following the course become aware of the use of technology within the workplace, as they complete organisational tasks.

Unit details

IT Solutions for Administrators

This Unit will develop learners' skills in IT and organising and managing information in administration-related contexts. Learners will interpret a given brief that will help them to develop problem solving skills. Learners will select appropriate IT applications covering word processing, spreadsheets and databases, and will use them to create and edit business documents.

Communication in Administration

This Unit will enable learners to use IT for gathering and sharing information with others in administration-related contexts. Learners will develop an understanding of what constitutes a reliable source of information and an ability to identify and use the most appropriate methods for gathering information. They will also become able to communicate information, using electronic methods, to a professional standard.

Administrative Practices

This unit will give learners a broad introduction to administration in the workplace and to enable them to carry out a range of administrative tasks in the context of organising and supporting events.

Skills Developed

The following provides a broad overview of the subject skills, knowledge and understanding developed in the course:

- skills in using spreadsheets, databases, word-processing, desktop publishing and presentations.
- skills in using technology for electronic communication and investigation.
- skills in organising and supporting events.
- problem-solving skills in administrative contexts.
- theory of the tasks (duties) and knowledge associated with the administrative support function in an organisation.

Assessment

Assignment

2 hours - 70 marks

Question paper

3 hours - 50 marks

Related Careers

Administration and IT gives pupils transferable skills which are useful for most jobs but some popular career paths include:

- HR administrator
- Immigration officer
- Medical/school secretary
- Personal assistant
- Registrar
- Town planning assistant
- Typist

Some famous faces who studied related subjects include Wanda Sykes, Lionel Richie, Eddie Izzard, Ivanka Trump and Mick Jagger!

