

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

SCQF Level 5 (24 Credit Points)

Why study Administration and IT?

Studying Administration and IT can open up loads of opportunities for you, as it's a key part of almost every business and industry. Whether it's organising information, solving problems, or making decisions, the skills you learn in this course will help you in work and life.

In this course, you'll gain valuable skills like managing information, planning projects, attention to detail and organising tasks. You'll also get the chance to learn how to use IT to make things run smoothly and efficiently.

The skills you pick up in Administration and IT are useful in all sorts of jobs, from office work and management to economics and public services (basically any job that will need you to use IT, so every job then!). So, whether you want to work in a business, help run a company, or manage resources, this course will set you up with the tools you need for a successful career.

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 gain hands-on experience of the use of software packages within the workplace, as you complete organisational tasks.

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

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 how to use:

- 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 advanced 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 from the internet/intranet; using email, e-diary, tasks/to-do list and setting reminders.

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.

How will I be assessed?

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

Component 1: Question Paper (50 marks)

- you'll be assessed on using spreadsheets and databases, as well as some theory questions.

Component 2: Assignment (70 marks)

- you'll work through a project where you plan, support, and follow up on a specific event using word processing, desktop publishing, e-mail, e-diary, presentation software and internet research, as well as some theory questions.

Both the Question Paper and Assignment are assessed on the computer, and in total the theory makes up around 20 of the 120 marks.

Both parts of the assessment will be set and marked by the Scottish Qualifications Authority (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](#)