



Administration



The National 5 Administration and IT course focuses on skill development, practical learning, and workplace application. It provides candidates with hands-on experience in real-life administrative tasks, emphasizing transferable life skills and the role of technology in modern workplaces. Learners develop administrative and IT skills, gain an understanding of workplace theory and legislation, and acquire organisational abilities, particularly in event planning and support. Designed for those interested in administration and IT, the course includes a practical, experiential learning component, ensuring candidates gain valuable knowledge and skills applicable across various sectors. Additionally, it supports learners in developing strong ICT skills, which are essential for further education and the world of work.

Topics Covered

- ☐ Administration Theory in the Workplace
- ☐ Using the features of IT Applications:
 - Databases Software
 - Spreadsheets Software
 - Word Processing Software
 - Presentations Software
 - Publisher Software
- ☐ Electronic Communications: E-Mail, E-Diary, Reminders and To-do

Skills Gained

- ☐ ICT Skills
- ☐ Communication
- ☐ Problem Solving
- ☐ Attention to Detail
- ☐ Proactiveness
- ☐ Leadership
- ☐ Team Work
- ☐ Time Management
- ☐ Customer Service
- ☐ Professionalism
- ☐ Data Management
- ☐ Team Work
- ☐ Presentation Skills

Assessment Breakdown

Overall Marks – 120

Question Paper – 50 marks
(**42%** of overall grade)

Assignment – 70 marks
(**58%** of overall grade)

Progression & Possible Career Paths

Progression:

- ☐ Higher Administration
- ☐ Level 5 Business & IT
- ☐ A college or university course

Possible Career Paths:

- ☐ Administrative Assistant
- ☐ Office Manager
- ☐ Human Resources Specialist
- ☐ Data Entry Clerk
- ☐ Business Administrator
- ☐ Administrative Support
- ☐ Contract Operations Administrator
- ☐ Customer Service Specialist

Entry Requirements and advice

In order to sit National 5 Administration and IT, candidates are generally expected to have achieved National 4 Administration and IT. National 4 Level in relevant subjects is also considered – for example Travel & Tourism where ICT is heavily used.

It's important Administration pupils are in school as much as possible. The course is skills focused and requires daily demonstrations and practice tasks. IT Applications and Electronic Communications are topics which pupils may struggle to study at home without adequate hardware/software or teacher input.

