

Administration and IT

Broad General Education:

S1 and S2 Admin and Business provide students with a broad introduction to workplace, digital, and enterprise skills through practical and engaging activities. Across both years, learners develop confidence in communication and IT skills through email, presentations, spreadsheets, and word processing, while also exploring key business topics such as entrepreneurship, finance, marketing, operations, business ethics, and customer needs. The course includes assessments, feedback opportunities, and career-focused learning experiences that help students build independence, teamwork, and employability skills for the future.

National 4:

Students develop practical skills that are important in modern workplaces. Learners build confidence using a range of digital tools and software to create documents, presentations, spreadsheets, and databases. The course also develops communication, organisation, problem-solving, and teamwork skills through real-life tasks and projects. Students gain an understanding of how technology is used in businesses and organisations, preparing them for further study, training, or future careers in administration and related industries.

National 5:

Students develop advanced digital and organisational skills that are essential in modern workplaces. Learners use a range of software applications to create professional documents, spreadsheets, databases, and presentations while improving their communication and problem-solving abilities. The course also develops skills in time management, teamwork, and decision-making through practical and real-life business tasks. Students gain valuable experience in using technology effectively, preparing them for further study, training, and careers in administration, business, and related industries.

Higher:

Students develop advanced skills in using digital technologies to support business and organisational activities. Learners gain experience in creating and managing complex documents, spreadsheets, databases, and presentations while improving accuracy, efficiency, and problem-solving abilities. The course also focuses on communication, organisation, and decision-making skills through practical, real-life administrative tasks and case studies. Students build a strong understanding of how modern businesses operate, preparing them for further study, training, and future careers in administration, office work, and related industries.

[Link to Qualifications Scotland information on Administration and IT national courses](#)