SUBJECT NAME   ADMINISTRATION & IT

AWARD RECEIVED   NATIONAL 5 and NATIONAL 4

Administration and IT involves learning how to use ICT to manage information and people in different types of organisations.

ENTRY LEVEL – What do I need to do it?

The National 5 course requires you to be a confident user of ICT who can work independently following written instructions. The National 4 course is suitable for those with core ICT skills in commonly used software packages. Courses at N5 and N4 build on the ICT skills developed in S1-3 Business & Computing Technologies courses. Students who have not followed the BCT elective course but who are keen to develop their digital employability skills are welcome to join the course.

COURSE CONTENT – What will I learn?

Most of us use Information & Communications Technology (ICT) on a daily basis eg for school, employment or leisure. You will develop ICT skills in a range of software packages used by businesses or in colleges and universities. Packages used include word processing, spreadsheets, databases, PowerPoint, desk-top publishing, electronic-diary, e-mail and Internet browsers.

When you finish in full-time education you will enter a rapidly changing workplace. In this course you will learn how ICT can be used to record and present information that will help organisations to make decisions and solve problems. You will learn how employee skills and qualities can lead to business success and how to manage health and safety in a modern office environment. You will also gain practical experience in a range of admin activities relating to planning and organising events.

TEACHING METHODS – What will I do?

The course is very practical and you will spend most of your time completing ICT activities using a computer. Other teaching methods may include:

- Class discussion
- Written tasks
- Group work
- Giving presentations (individual or group)

ASSESSMENT

N4 students must complete internally marked assessments for each unit in order to gain the course award. National 5 students will also sit a unit assessment at the end of each outcome in order to inform their next steps for learning:

- **IT Solutions for Administrators** – a computer based practical unit covering uses of word processing, spreadsheets and databases software.

- **Communication in Administration** – a computer based practical unit covering uses of PowerPoint, Desk-Top Publishing, E-mail, E-diary and Internet browsing software to collect and communicate information.

- **Administrative Practices** - you will demonstrate knowledge and understanding of information management in a practical assignment covering aspects of office and information management and event planning.

At the end of the National 5 course you will complete an externally set and marked assignment (70 marks) and an externally set and marked question paper (50 marks) which requires you to apply course knowledge and skills to organise a large scale event. At N4 level you will complete an Added Value Unit requiring you to generate and communicate information to organise a small-scale event. Students will be encouraged to work towards the National 5 course, with an option to complete the course at National 4 level if it becomes evident that this is a more appropriate level of study.
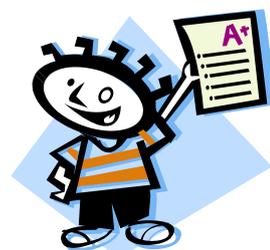
HOMEWORK

You will have the opportunity to complete practical activities set through a class GLOW group if you have access to ICT at home. You will also be expected to complete written homework assignments for the Administrative Practices unit. These can be hand-written or prepared using ICT. If you do not have access to ICT at home you can use the Business & Computing Technologies computers eg during lunch or after school, to complete homework and extra practical work.

PROGRESSION IN THE SENIOR PHASE

Success at N4 will allow you to progress to the N5 Admin & IT course. Students may also consider moving sideways to courses in N4 Business, N5 Business Management and/or N4/5 Computing Science.

Success at National 5 level will allow you to progress to a Higher Grade course in Administration & IT. Candidates may also move sideways to the N5 Business Management and/or N5 Computing Science courses.

Admin and IT courses equip students with essential ICT and employability skills which will facilitate smooth progression to employment and/or to further courses of study at college or university.