

Title of course: National 5 Administration and I.T



Award Received

The grade awarded for National 5 Business Administration and I.T is based on the total marks achieved across all course assessment components.

Entry Level: What do I need to do it?

There is no specific entry requirement but basic experience using Microsoft Office is desirable.

Course Content: What will I learn?

This course is designed for those who are interested in administration and practical uses of ICT. Learners will be able to utilise the acquired administration and IT-related knowledge and skills, at home, in the community and ultimately in employment. Learners will develop a range of both generic and subject-specific skills including the ability to use the following IT applications; word processing, spreadsheets, databases and desktop publishing and additional IT packages. Learners will also develop the ability to organise and support events (including meetings); problem solving skills and qualities and attributes required of administrators.

Course Structure

- **Administrative Practices**

Covers key legislation affecting employees. customer service, skills and attributes of junior administrators and organising small-scale events.

- **IT Solutions for Administrators**

Involves creating, editing and updating business documents through the use of word processing, spreadsheets, and databases.

- **Communication in Administration**

Covers using emerging technologies to gather, process and interpret information in administration-related contexts.

Teaching Methods: What will I do?

Much of the course is individual work developing the skills required when preparing, editing and presenting administrative documents. The course is taught through a “demo and do” method – the teacher carefully explains and demonstrates how to use the specific IT programme and the skills involved, the pupils are given a number of tasks which they independently complete with the required support from the class teacher. A very

small amount of the course is theory where pupils complete some written work after a teacher-led discussion.

Assessment: How will I be assessed?

Component One – Question Paper (worth 42% of overall mark)

The external question paper is worth 50 marks overall. It gives candidates the opportunity to demonstrate their skills in the following areas:

- Using IT functions in spreadsheet and database applications to produce and process information
- Problem solving
- Administrative theory

Component Two – Assignment (worth 58% of overall mark)

The assignment is completed internally and marked externally. It is worth 70 marks overall. Candidates work through a series of planning, support and follow-up tasks related to an event or business. The assignment gives candidates the opportunity to demonstrate:

- skills in using IT functions in word-processing, desktop publishing, and presentations to produce and process information
- skills in using technology for investigation
- skills in using technology for electronic communication
- skills in problem-solving
- administration theory

Homework.

Homework is very dependant on the IT facilities pupils have access to at home. Pupils are given housestyles and theory content to revise when required.

Progression in the Senior Phase.

It is expected that learners will develop broad, generic skills through this course. The skills that are likely to be appropriate to this course are number processes, employability, ICT, remembering, understanding and thinking. These are skills which are essential to pupils who wish to progress to further education and/or employment opportunities.