

ADMINISTRATION AND IT

Administration is available at National 4, National 5 and Higher levels. Students in S4 are most likely to study National 4 or National 5, progressing to National 5 or Higher in S5/6.

NATIONAL 4 ADMINISTRATION	
REQUIREMENTS	Level 3 in the majority of S3 subjects. Discuss entry requirements if unsure with Business Education staff.
COURSE CONTENT	The course is practical in nature and consists of three units: Administrative Practices, IT Solutions for Administrators and Communication in Administration. This develops learners' basis skills in IT and gives an understanding of the skills required of people working in administration. Further details of the content of each unit can be found in the National 4 course content which is available on the SQA website.
ASSESSMENT	<p>There is no external examination.</p> <p>Candidates are required to successfully complete three unit assessments. These consist of a series of short tasks mostly practical in nature.</p> <p>In addition there is an Added Value Unit. This requires candidates to complete a practical administration and IT based assignment related to organising and supporting a small scale event.</p>
PROGRESSION / NEXT STEPS	<p>Success at National 4 allows for progression to the National 5 course.</p> <p>Pupils may wish to discuss relevant work experience/placements with Faculty staff and their Guidance Teacher.</p>

NATIONAL 5 ADMINISTRATION	
REQUIREMENTS	National 4 Administration or Level 4 in the majority of S3 subjects. Candidates should be able to input text at a reasonable speed. If Administration was not studied as a subject in S3 it might be best to discuss entry requirements with Business Education staff.
COURSE CONTENT	<p>The course is practical in nature and consists of three units: Administrative Practices, IT Solutions for Administrators and Communication in Administration. This develops learners' skills in IT and gives an understanding of the skills required of people working in administration.</p> <p>There is also a practical administration and IT based assignment which requires learners to apply their skills and knowledge in the context of organising and supporting an event.</p> <p>Further details of the course content can be found in the National 5 Administration and IT course content which is available on the SQA website.</p>
ASSESSMENT	The course assessment requires candidates to complete a practical administration and IT based assignment related to organising and supporting a small scale event. This is externally marked.
PROGRESSION / NEXT STEPS	<p>Success at National 5 allows for progression to the Higher course. There are also opportunities to continue with Administration courses at College and having IT skills opens the door to many employment opportunities.</p> <p>Pupils may wish to discuss relevant work experience/placements with Faculty staff and their Guidance Teacher.</p>

HIGHER ADMINISTRATION	
REQUIREMENTS	National 5 Administration and IT (grade A).
COURSE CONTENT	The course consists of three units: Administrative Theory and Practice, IT Solutions for Administrators and Communication in Administration. This develops learners' advanced skills in IT and gives an understanding of the management aspects of administration. Manipulation of information is given more importance than keying in text at Higher level. Further details of the course content can be found in the Higher which is available on the SQA website.
ASSESSMENT	<p>A final external examination is set which is worth 100 marks. This consists of a written question paper (30 marks) and an IT assignment (70 marks).</p> <p>A specimen question paper is available on the SQA website.</p> <p>The individual units are assessed internally by means of practical tasks or written questions.</p>
PROGRESSION / NEXT STEPS	<p>There are opportunities to continue with Administration courses at College/University and having IT skills is essential for the completion of University and College reports.</p> <p>Pupils may wish to discuss relevant work experience/placements with Faculty staff and their Guidance Teacher.</p> <p>Administration offers opportunities in office work eg in legal firms, NHS, oil companies and accounting firms. Managerial posts require the ability to search and manipulate data using Microsoft Office and these skills are learned in Administration.</p>