

ADMINISTRATION & IT – NATIONAL 4 & 5

What are the aims of this course

Administration supports the effective running of organisations and offers wide ranging employment opportunities. The course is designed for those who are interested in developing their IT, administrative and Event Management skills.

This course will help you develop a range of essential skills that will stand you in good stead regardless of the career path you eventually choose. It is also extremely useful in other walks of life. For example, being organised and being able to produce professional looking documents could be extremely useful for producing coursework at college/university or when you are applying for jobs.

National 4 and 5 are similar courses but National 5 has more content and IT difficulty. Both levels are assessed internally and unlike Standard Grade (credit) or Intermediate 2 there are **no longer external IT and theory exams at National 5 level.** To gain a National 5 qualification you need to complete an IT assignment (in class) and pass all the outcomes.

What are the recommended entry levels for this course?

*****There are no entry requirements for this course***** but you need to have an interest in IT and the world of work. Depending on how well you cope with the workload will determine which level you can be entered for.

What content is included in this course? **Course Details:** This course has 3 mandatory units **IT Solutions for Administrators** *This unit covers*

- Using spreadsheet applications (formatting, functions & formulae and charts)
- Using database applications (searching & sorting information, populating & editing, presenting & printing information to a professional standard)
- Using word processing applications (creating & editing business documents, creating & editing tables, integrating data from other IT applications and merging information from a spreadsheet or database)

Communication in Administration *This unit covers*

- Searching for and extracting information from the Internet (browsers, search engines, hyperlink, copy information from web to word, favourites/bookmarks and printing information)
- Creating and amending existing powerpoint presentations to a professional standard
- Using desktop publishing to produce business documents
- Using e-mail, e-diary and emerging technologies (eg blogs, podcasts, websites and social media)

Administrative Practices *This unit covers*

- Tasks, skills and qualities of an administrative assistant
- Customer care
- Health, safety and the security of people, property and information
- Organising and supporting events

What skills will I develop?

The course promotes the development your IT skills, using technology for communication and research, event management, solving problems and team work

What learning and teaching approaches will I experience?

- Active and open ended learning activities such as research, case studies and presentation tasks
- Use of real-life contexts including business scenarios to exemplify your skills, knowledge & understanding
- ICT including web-based resources, multi-media (eg youtube & video clips) and Office 10 business software (word, spreadsheets, databases, desktop publishing and powerpoint)
- Teamwork to organise and co-ordinate a real event (decided by you)

How will I be assessed?

- 3 Units – (1) Added Value, (2) Question Paper (theory) and (3) IT based assignment
- There will be an assessment opportunity (prelim) in January
- The final grade will include an IT project (completed in class)

What are the homework requirements?

- Homework will be issued on a weekly basis.

What are the possible progression routes? The National 5 course or its components may provide progression to;

- Higher Administration and IT course or relevant component Units
- Further study, employment or training