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| **National 5 Administration and IT** |
| **Why study Administration and IT?**Administrative and IT job opportunities are increasing as the Administration employment sector cuts across the entire economy and offers wide-ranging employment opportunities for young people. Studying Administration and IT will uniquely enhance a young person’s employability in these growing sectors by teaching them how to use relevant IT software to business standards and how to contribute positively to the Administrative systems used to run a successful business.Moreover, the Course makes an important contribution to supporting the wider curriculum and a pupil’s general education through developing a range of transferable organisational and IT skills which will stand them in good stead regardless of the career path they ultimately choose.Administration and IT is largely practical in nature and at National 5 level does this by developing the following critical skills, knowledge and understanding.* *IT skills in the use of word processing, desk top publishing, spreadsheet and database software*
* *IT skills in using technology for communication and investigation (eg e-mail and internet)*
* *Organisational skills (eg preparing business events and meetings)*
* *Problem solving skills*
* *Understanding of how key legislation affects businesses and employees*
* *Understanding of how to develop good customer care systems*
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| **Course Organisation**In S4, Administration and IT courses will be offered at National 5 and National 4 level.The courses will consist of the following units.

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| ***Units*** |
| *Administrative Practices – Theory Unit – 20%* |
| *IT Solutions for Administrators – Practical Unit – 60%* |
| *Communication in Administration – Practical Unit – 20%* |

There will also be an added value unit which will consists of applying: * *knowledge and understanding of administration in the workplace*
* *practical IT skills in using word processing, spreadsheets, databases, presentations and desktop publishing, to prepare documents related to a chosen event*
* *practical IT skills in using technology, including the intranet and the internet, for electronic communication and sourcing information related to the event*
* *skills in problems solving and communication with others*

Further details of units and course content can be obtained from [www.sqa.org.uk/curriculumforexcellence](http://www.sqa.org.uk/curriculumforexcellence) and [www.sqa.org.uk/cfeforparents](http://www.sqa.org.uk/cfeforparents) |
| **Course Assessment**Each Unit will be assessed and marked throughout its delivery by class teachers. Unit assessments will be graded as pass/fail. These assessments will be designed in line with SQA guidelines to ensure that they are appropriate to the subject and level of study. Assessments will be practical in nature and will assess IT skills as well as knowledge and understanding.To be awarded the overall Course award for Administration and IT at National 4 level, pupils will have to pass ALL three Unit assessments. To be awarded the overall Course award for Administration and IT at National 5 level, pupils will have to pass ALL three Unit assessments **AND** the final Course assessment. This final Course assessment is an SQA administered practical Assignment which is marked externally by the SQA and graded A – D. The Assignment accounts for 100% of the assessment for the National 5 course. |
| **Progression – What can pupils do after S4**The implementation of Curriculum for Excellence requires that schools provide a range of progression pathways appropriate to learners’ needs and local circumstances. At the end of fourth year, pupils who wish to continue to study Administration and IT can progress as follows.* *Pupils achieving a National 4 award may choose to progress to National 5 Administration & IT*
* *Pupils achieving a National 5 award may choose to progress to Higher Administration & IT*
* *Entering employment – employability is a core skill that the Course develops*
* *Further education Courses – Administration and IT is available to study up to Degree Level*
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| **Homework**Homework is an essential part of teaching in the Business Education Department and helps to establish a routine of high expectations and achievement. Homework will be set on a regular basis with the quantity being appropriate to the level of course each pupil is following. Homework activities will take a variety of forms in order to develop the organisational and problem solving skills of the course as well as breadth and application of subject specific knowledge. **National 5 Administration and ITEquipment**No specialised equipment will be required for the study of Administration and IT at National 5 level.  |