Administration & IT   National 3, 4 & 5

What will I study?

There are 2 units of study:

1. <u>Administration theory in the workplace</u>. Pupils will learn about customer service, importance of corporate image, health and safety of employees (including current legislation), security of property, people and information in the workplace, benefits and consequences of reliable and unreliable sources on-line, file management, tasks and qualities of an admin assistant, on-line communication sources.

2. <u>IT Applications</u>: word processing, desk top publishing, spreadsheets, databases, presentation software, electronic diary, E-mail (in the workplace), searching, extracting and downloading relevant information from the internet and intranet.

What skills will I develop?

- Skills for learning, life and work.
- Employability, enterprise, citizenship.
- IT skills in word processing, spreadsheets, databases, presentations, desktop publishing in familiar and some unfamiliar contexts.
- The ability to use IT skills in more complex administrative tasks.
- Organisational skills in the context of organising and supporting events.
- The ability to use technology appropriately for communication and investigation in familiar and some unfamiliar contexts.
- Skills in organising, processing and communicating information in largely familiar contexts.
- Problem-solving, team-working and using initiative.
- Thinking skills.
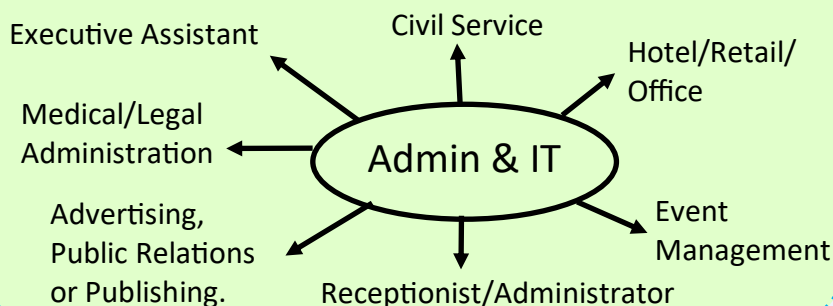- Numeracy.

How will I be assessed?

National 5 pupils will sit an SQA exam. Pupils will be tested on their ICT skills, Administration theory and problem solving ability. Pupils will also complete an assignment in school. Both assessments are marked externally by SQA.

National 3 and 4 units are assessed in school by your class teacher.

What can I go on and study in fifth and sixth year?

National 3 → National 4 Admin & IT
National 4 → National 5 Admin & IT
National 5 → Higher Admin & IT or another National 5 subject such as: Business Management or Computing Studies.

Possible Careers

Executive Assistant

Civil Service

Hotel/Retail/Office

Medical/Legal Administration

Admin & IT

Advertising, Public Relations or Publishing.

Receptionist/Administrator

Event Management

Need more info? -

Nationals in a Nutshell