

**Department:** Technologies  
National 4/5

**Course Title:** Administration and IT



## Course Description

The Course aims to enable students to develop:

- an understanding of administration in the **workplace** and key **legislation** affecting both organisations and employees
- ◆ an understanding of good **customer care** and its benefits to organisations
- ◆ **IT skills** and using them to perform administrative tasks
- ◆ organisational skills in the context of **organising and supporting events**

## Assessment

N4 - Internal Assessment through a number of practical tasks.

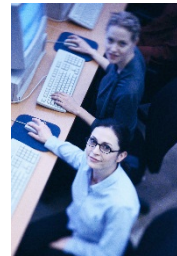
N5 - Coursework task 70 marks, final exam 50 marks

## Home Study Expectations

There will be very little home study as the course is mainly practical. Home study tasks will be issued when necessary.

## Possible next level of study

National 5 or Higher Administration and IT.



## Possible Career Paths

Successful completion of this course opens up a range of progression routes including Higher and further education. Good IT skills are valuable in all areas of future employment and these skills are highly sought after by employers. Possible future careers include: banking, **accounting**, insurance, **paralegal services**, travel and tourism, **office management**, clerical work, **quality management**, human resources, **event management**, local government, **court administration**, housing administration.

## Wider Achievement Opportunities

There will be opportunities to visit workplaces and experience the **world of work**. **Leadership and enterprise** opportunities will exist throughout the course during project based work. The course also allows students to **apply their knowledge**, understanding and practical skills to **solve problems** and help others at home and in almost any job they take in the future.

