

Curricular Area: Technologies		Subject: Administration and IT			
National 4 (SCQF Level 4)		National 5 (SCQF Level 5)		Higher (SCQF Level 6)	
Course Content		Course Content		Course Content	
N4 Administration follows similar course content to N5, but is assessed on the following units: Administrative Practices - Employees and customers IT Solutions - Word processing, spreadsheets and databases Communication in Administration - Digital literacy and sharing information For the N4 AVU, learners draw together the skills they have learned on a project of their choosing.		Admin and IT focuses on skills and theory. Theory in the Workplace - Tasks, skills and qualities of administrators - Customer service - Health and safety - Corporate image IT Applications - Word processing - Spreadsheets - Databases - Presentations - Electronic communication In the assignment, candidates work through a series of tasks using the skills they have developed.		Higher follows a similar structure Administrative Theory - Admin roles - Strategies and characteristics for effective teams - Workplace legislation IT Applications - Word processing - Spreadsheets - Databases - Presentations - Electronic communication In the assignment, candidates work through a series of tasks using the skills they have developed.	
How will the course be assessed?		How will the course be assessed?		How will the course be assessed?	
The N4 course is assessed entirely through coursework. Pupils pass or fail based on unit assessments and an ‘Added Value Unit’ assignment.		The N5 course has two methods of assessment: a) Final Exam – 50 marks (42%) b) Assignment – 70 marks (58%)		The Higher course has two methods of assessment: a) Final Exam – 50 marks (42%) b) Assignment – 70 marks (58%)	
Career Pathways					
Administration is helpful for further education or careers in many different fields. Some directly related and many through transferrable skills like critical thinking, literacy, and research. Below are some examples of careers that are benefitted by the study of Admin:					
Office Administrator	IT Support	Network Manager	Human Resources	Records Management	Artificial Intelligence
Executive Assistant	Databases	Event Coordinator	Customer Service	Teaching	Business Management

