**ADMINISTRATION & IT NATIONAL 5**

**CONTENT**

This course is designed for learners who are interested in administration and the practical uses of IT. It contains a significant practical component, involving experiential learning, which encourages the development of skills, knowledge and understanding.

The course is made up of the following:

**Administration theory in the workplace** covers topics like: tasks, skills and qualities of administrators; customer service; health and safety; security of people, property and information; sources of information from internet; file management; corporate image; electronic communication methods.

**IT Applications** practical experience of using word processing; spreadsheets; databases; desk top publishing; presentation software and electronic communication.

**ASSESSMENT**

External examination worth 50 marks and you will complete an assignment in class (which will be externally marked) worth 70 marks.

**HOMEWORK**

Homework will be distributed weekly averaging about 30 minutes per week. Homework will be handed out at least one week before it is due in, to give pupils the opportunity to analyse the task and clarify any queries.

**ENTRY REQUIREMENTS**

* This course is suitable for beginners who have an interest in using a variety of software packages.