

Supporting Your Learner

National 5

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Course Outline

There are 3 units in the course:

Administrative Practices

This unit will provide an overview of administration in the workplace, allowing candidates to carry out administrative tasks in the context of organizing and supporting small-scale events, according to a simple brief.

IT Solutions for Administrators

This unit will develop candidates' skills in the use of spreadsheets, databases and word processing in line with a given task.

Communication in Administration

Candidates completing this unit will develop their skills using technology to gather information and then communicate that information using multimedia, desktop publishing and electronic methods.

Students will complete a 4-hour Coursework Assignment under exam conditions before the Easter Holidays (worth 100% of their Overall Grade).



Exam Preparation

Students throughout the year should be regularly be evaluating their progress based on self-assessment material provided by their teacher; noting areas of difficulty, so that individualised support can be given. Regular practice of 'coursework assignment' style tasks will be given and progressively working towards completing within short time frames. Time management is the key to success in the final assignment, being aware of how marks are allocated.

It is important that students regularly review practical material in the course, so that they can confidently tackle the Coursework Assignment. There is a wide range of material from past examinations available that students will use in class and as part of their own revision. If Microsoft Office packages are available at home, it is possible for students to take a copy of the required files home or alternatively use time after-school for further practice.

For theory questions, a full understanding of the use of the command words is essential in order to provide suitable detail in answers to achieve full marks in coursework assignment questions.

The marks for the assignment are 20 (+/- 3) marks for each of the following areas:

- Spreadsheets
- Databases
- Word Processing
- Communication in Administration
- Theory Content of the Course

Useful Websites

The [school website](#) contains all PowerPoint material from the course, and is regularly updated with additional material as appropriate.

[Course Arrangement Details](#) are available on the SQA website.



Useful Textbooks

The following textbooks are available for Higher Administration & IT

- [National 4/5 Administration & IT Course Notes - Leckie and Leckie](#)
- [N5 Administration & IT Study Guide - BrightRED](#)
- [National 4 &5 - Administration & IT - Hodder and Gibson](#)

Students should speak with their teacher early in the session, as a whole class order may be able to be placed at a significant discount.

Revision Classes

Support is provided whenever needed and students should discuss with their teacher to arrange mutually convenient times for extra support after-school.

SQA Past Papers

[Previous Coursework 'Examination' Materials](#) are available on the SQA website including electronic files and marking instructions.

Understanding Standards

[Previous candidate responses](#) can be view on the Understanding Standards website along with marker commentary.

