

# Administration & IT

## SOCIAL STUDIES



### Content

The course has two areas of study:

- Administrative theory and practice
- IT applications



### Skills

Learners will be able to:

- understand administration in the workplace and its importance
- take responsibility for key administrative tasks
- develop a range of advanced IT skills for processing and managing information
- communicate complex information effectively, making appropriate use of IT
- develop skills in managing the organisation of events
- solve problems in the context of administration



### Opportunities for Learners

Learners will be able to:

- develop their administrative and IT skills
- use a range of functions, some of them complex, of software applications such as word processing, spreadsheets, databases, desktop publishing, presentation
- organise, manage and communicate relatively complex information
- understand relevant health, safety and security legislation and workplace procedures



### Assessment

- The course will be assessed through a question paper (exam) and an assignment, which will be marked by SQA and graded A to D.
- The question paper is worth 50 marks and makes up 42% of the total assessment mark. It contains two sections, with one of the sections containing a set of questions based on a piece of stimulus material.
- The assignment is worth 70 marks and makes up 58% of the total assessment mark. The assignment is set by SQA on an annual basis and conducted under a high degree of supervision and control. Learners complete the assignment in one 2 hour block (excluding printing time).



**Question Paper** Section 1: A scenario is described, followed by questions (10 marks)  
Section 2: Questions cover the coursework (40 marks)

1 hour 30 minutes  
50 marks

**Specimen Paper** [www.sqa.org.uk/pastpapers/findpastpaper.htm](http://www.sqa.org.uk/pastpapers/findpastpaper.htm)

**Assignment** The assignment will be written up in timed conditions. Marks will be allocated for demonstrating the following skills: spreadsheet, database, word processing and communication.

2 hours  
70 marks



**Progression** Higher courses can stand alone or follow on from National 5 qualifications and may lead to Advanced Highers, the Scottish Baccalaureate and a range of qualifications within Further and Higher Education.



For course information, specimen question papers and past paper guidance visit:  
Higher Administration and IT: [www.sqa.org.uk/sqa/47918.html](http://www.sqa.org.uk/sqa/47918.html)  
Curriculum for Excellence Key Terms and Features Factfile  
Education Scotland: <https://education.gov.scot/nationalqualifications>  
Further Information for Parents and Learners Information on assessment, skills, progression, revision resources and summaries of National Qualifications  
[www.parentforumscotland.org](http://www.parentforumscotland.org)



the National Parent  
Forum of Scotland

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