Business & Computing Faculty

N5 and H Admin and IT

What will I be learning?

At National 5 and Higher levels, you will attend Admin and IT for four periods per week in S4 or six periods in S5/6. You will study the following units:

- Word Processing
- PowerPoint
- Databases
- Spreadsheets
- Electronic Communication
- Variety of theory units involving legislation, customer service and working practices.

How will I be assessed?

You will complete unit assessments throughout the year, working towards a prelim examination in December/January.

At National 5 level your exam is practical and covers spreadsheets and databases. At Higher level, your exam consists of a theory paper.

As part of your overall award, you will also undertake an assignment in February/March at both N5 and H levels. The assignment is practical based and allows you to demonstrate your skills and knowledge of using a variety of different software packages. The assignment is completed under exam conditions in a set time and makes up 58% of your overall grade.

What does homework look like?

You will receive homework most weeks. This homework will normally be based on past paper questions for the theory units of the course.

It is crucial that you complete the homework as this is the best way to get feedback from your teacher(s) on questions of a similar standard and style that the SQA will ask you in your exam.

Resources are available on your classes teams page which will support you in completing your homework.