



## Success Criteria

### Administration and IT National 5

All the success criteria points listed below will have an impact on the potential success of pupils undertaking this course. Performance in all of these areas will be taken into consideration when teacher estimated grades are submitted.

#### **In order to be successful, the following skills must be demonstrated:**

- skills in using spreadsheets, databases, presentations, word-processing, and desktop publishing to prepare documents related to an event or business.
- skills in using technology for electronic communication and sourcing information related to an event or business.
- skills in problem-solving.
- skills in using technology for electronic communication and investigation.
- skills in organising and supporting events.
- problem-solving skills in administrative contexts.

#### **In order to be successful, the following knowledge and understanding must be demonstrated:**

- the theory of administration in the workplace.
- the theory of the tasks (duties) and knowledge associated with the administrative support function in an organisation
- using technology for electronic communication.

#### **In order to be successful, the following must be achieved:**

- Completion of all homework tasks and home assignments.
- Completion of all classwork models and assignments.
- Appropriate levels of study at home to ensure understanding of all theory elements of the course.
- Appropriate preparation for all Formal Assessment(s).
- Successful completion of the practical Course Assessment Task (provided by the SQA) - submitted by the given deadline (58% of final grade).
- Participation in final SQA exam (42% of final grade).

**In order to be successful, the following topics will be studied:**

- Administration theory in the workplace
- Word-processing and/or desktop publishing
- Spreadsheets
- Databases
- Presentations
- Electronic communication