NPA Administration – IT and Audio (Level 5)

Course Rationale

This award has the purpose of improving learners' skills in ICT based applications. It is particularly useful to those who wish to work in the business and commercial sector in an Administrative capacity. Pupils should have an interest in using technology to perform administrative tasks using a range of office software applications.

Course Content

There are 3 Units. These are internally assessed (there is no external examination).

IT Solutions for Administrators – this is a National 5 Administration and IT Unit
Candidates will be able to work with Spreadsheets, Databases and Word documents using advanced functions within each software application.

Word Processing
Candidates will be able to produce Forms, Agendas, Minutes and Action Minutes, Letters, Newsletters and Invitations.

Audio: An Introduction
Candidates will be able to produce business documents from recorded instructions within a specific time period.

Skills

The following summarise the 'main' skills being developed throughout this course

- Use of ICT in performing a range of complex administrative tasks
- Organising, processing and communicating information
- Employability
- Literacy and Numeracy – information handling

Course Assessment

This is ongoing throughout the course and pupils will be assessed when they are considered capable of achieving a pass.
The NPA is awarded to candidates who successfully achieve a pass in all 3 Units.

Progression

Successful candidates can progress onto National 5/Higher Administration and IT.
Successful candidates can progress onto SCQF Level 6 units in Word Processing, Information Technology for Management and/or Audio at SCQF Level 5
This course also enables pupils to move on to Higher National courses in Administration at College.

Career Pathways

Administration Assistant/Audio Typist. Skills gained can apply to many jobs within many sectors of business.