

N4 Administration & IT introduces learners to the growing service sector of the economy which offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in other walks of life. The key purpose of the course is to develop learners' administrative and in particular IT skills – a significant part of this course is practical. The course aims to develop a range of essential skills which will stand learners in good stead regardless of the career path they ultimately choose. Whatever path they choose, learners who have completed the N4 Administration & IT course will thus be able to play their part in the economic and social life of the 21st century effectively.



The Course has 4 Units of work:

1. Administrative Practices

The general aim of this Unit is to give learners a basic appreciation of administration in the workplace and to enable them to carry out a range of straightforward administrative tasks in the context of organising and supporting small-scale events.

Learners who complete this Unit will be able to:

- Provide an overview of administration in the workplace
- Carry out administrative tasks to organise and support small-scale events



2. IT Solutions for Administrators

The general aim of this Unit is to develop learners' basic skills in IT and organising and processing information in administration-related contexts. Learners will use the functions of the following IT applications: word processing, spreadsheets and databases, to create and edit simple business documents.

Learners who complete this Unit will be able to:

- Use functions of a spreadsheet (MS Office Excel)
- Use functions of a flat database (Microsoft Office Access)
- Use functions of word processing (Microsoft Word)



3. Communication in Administration

The general aim of this Unit is to enable learners to use IT for gathering and sharing information in administration-related contexts. Learners will develop an understanding of the appropriate methods for gathering



information and of how to communicate information, making use of appropriate electronic methods.

Learners who complete this Unit will be able to:

- Use technology (internet & network) to extract information
- Evaluate sources of information
- Use advanced functions of technology to prepare and communicate information, by interpreting a brief, to convey a professional image – such as Microsoft Powerpoint, Publisher, Email and other emerging technologies eg blogs/SMS/podcasts

Assessment:

- 3 x Internal Assessments (one for each unit)
- Course Assessment (Practical assignment – set by and marked by SQA but done in class time)

Homework:

- Approximately one formal piece of homework every 2 weeks (either written or IT based)

Progression:

- Higher Administration & IT
- Higher Business Management

Possible career routes:

- Administration Assistant/Manager
- Banking & Insurance
- Call Centres
- Clerical Work/Computer Operator
- Customer Services
- Receptionist
- Hospitality and Catering
- Human Resources
- Travel & Tourism
- Events Management

N4 Business introduces learners to the dynamic, competitive, financial and economic environment of business. It develops skills in presenting business related information, in a variety of formats, to the various stakeholders of an organisation. Developing these skills will enable learners to think logically and be more flexible and resourceful in their attitudes. These skills will also support learners in becoming more confident, particularly regarding their own future education and place in the world of work.



By encouraging working with others, in practical contexts, the N4 Business Course will help learners to participate effectively in our continuously changing business environment.

The Course has 3 Units of work:

1. Business in Action

The general aim of this Unit is to enable learners to gain a basic understanding of why and how individuals set up in business. The Unit will also enable learners to demonstrate simple business planning and decision making while encouraging enterprising skills and attributes through practical activities.



Learners who complete this Unit will be able to:

- Give an overview of how small businesses operate
- Give an overview of how small businesses satisfy customer needs
- Apply an understanding of the key functional activities of small businesses

2. Influences on Business

The general aim of this Unit is to enable learners to gain an understanding of how stakeholders and other internal and external forces impact on the success of small businesses. This Unit will enable learners to demonstrate simple decision making and problem solving skills through investigating real-life business situations.



Learners who complete this Unit will be able to:

- Give an overview of key stakeholders in a small business and their influence on it
- Make decisions on the running of a small business, taking account of internal influences
- Give an overview of external influences that affect a small business

3. Business Assignment

The general aim of this Unit is to enable the learner to apply their knowledge from the National 4 Business Course through the completion of an **assignment**.



Learners who complete this Unit will be able to:

- Prepare a simple business proposal for an aspect of a new small business, making use of appropriate technology where applicable

Assessment:

- 3 x Internal Assessments (one for each unit)

Homework:

- Approximately one formal piece of homework every 2 weeks

Progression:

- N5 Business
- N5 Administration & IT
- N5 Accounting

Possible career routes:

- Banking & Insurance
- Human Resources/Personnel
- Marketing & Advertising
- Retail/Fashion Management
- Sales Executives
- Restaurant/Hospitality Manager
- Events Management
- Call Centres
- Local Government
- Manufacturing
- Transport, Distribution & Logistics
- Procurement/Buying

N5 Administration & IT introduces learners to the growing service sector of the economy which offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in other walks of life. The key purpose of the course is to develop learners' administrative and in particular IT skills – a significant part of this course is practical. The course aims to develop a range of essential skills which will stand learners in good stead regardless of the career path they ultimately choose. Whatever path they choose, learners who have completed the N5 Administration & IT course will thus be able to play their part in the economic and social life of the 21st century effectively.



The Course has 3 Units of work:

1. Administrative Practices

The general aim of this Unit is to give learners a broad introduction to administration in the workplace and to enable them to carry out a range of administrative tasks in the context of organising and supporting events.



Learners who complete this Unit will be able to:

- Provide an account of administration in the workplace
- Interpret a brief and carry out administrative tasks to organise and support an event

2. IT Solutions for Administrators

The general aim of this Unit is to develop learners' skills in IT and organising and managing information in administration-related contexts. Learners will interpret a given brief that will help them to develop problem solving skills. Learners will select appropriate IT applications covering word processing, spreadsheets and databases, and will use them to create and edit business documents.



Learners who complete this Unit will be able to:

- Use a spreadsheet application to interpret a complex brief (Microsoft Excel)
- Use advanced functions of a relational database (Microsoft Access)
- Use advanced functions of word processing (Microsoft Word)

3. Communication in Administration

The general aim of this Unit is to enable learners to use IT for gathering and sharing information with others in administration-related contexts. Learners will develop an understanding of what



constitutes a reliable source of information and an ability to identify and use the most appropriate methods for gathering information. They will also become able to communicate information, using electronic methods, to a professional standard.

Learners who complete this Unit will be able to:

- Use technology (internet & network) to extract information
- Evaluate sources of information
- Use advanced functions of technology to prepare and communicate information, by interpreting a brief, to convey a professional image – such as Microsoft Powerpoint, Publisher, Email and other emerging technologies eg blogs/SMS/podcasts

Assessment:

- 3 x Internal Assessments (one for each unit)
- Course Assessment (Practical assignment – set by and marked by SQA but done in class time)

Homework:

- Approximately one formal piece of homework every 2 weeks (either written or IT based)

Progression:

- Higher Administration & IT
- Higher Business Management

Possible career routes:

- Administration Assistant/Manager
- Banking & Insurance
- Call Centres
- Clerical Work/Computer Operator
- Customer Services
- Receptionist
- Hospitality and Catering
- Human Resources
- Travel & Tourism
- Events Management

N5 Business Management introduces learners to the dynamic, changing, competitive and economic environment of industry and commerce. It develops skills in communicating and presenting business related information, in a variety of formats, to the various stakeholders of an organisation. Developing these skills will enable learners to succeed in life with determination and the ability to think logically. These skills will support learners in becoming more confident, particularly regarding their own future education and place in the world of work. Understanding the economic and financial environment in which business operates will help learners to contribute responsibly to society.



By encouraging working with others, the N5 Business Management Course will help learners to participate effectively in our ever-changing global business environment.

The Course has 3 Units of work:

1. Understanding Business

The general aim of this Unit is to enhance learners’ understanding of the features and characteristics of large business organisations including those that operate globally. Learners will explore in depth issues relating to the internal and external environment in which larger organisations operate and the effect this can have on decision making and profitability.



Learners who complete this Unit will be able to:

- Give an account of the key objectives and activities of business organisations
- Apply knowledge and understanding of factors that impact on the activities of business organisations

2. Management of People & Finance

The general aim of this Unit is to develop learners’ understanding of the management of people and finance for businesses. Learners will develop the skills, knowledge and understanding required to make decisions about how to manage these resources effectively.



Learners who complete this Unit will be able to:

- Apply knowledge and understanding of how the management of people contributes to the success of an organisations
- Apply knowledge and understanding of how the management of finance contributes to the success of an organisations

3. Management of Marketing & Operations



The general aim of this Unit is to develop learners' understanding of the management of marketing and operations for businesses. Learners will develop the skills, knowledge and understanding required to make decisions about how to manage these activities effectively.

Learners who complete this Unit will be able to:

- Apply knowledge and understanding of how the marketing function contributes to the success of organisations
- Apply knowledge and understanding of how the operations function contributes to the success of organisations

Assessment:

- 3 x Internal Assessments (one for each unit)
- Course Assessment (Internal Assignment and Exam Question Paper)

Homework:

- Approximately one formal piece of homework every 2 weeks

Progression:

- Higher Business Management
- Higher Administration & IT
- Higher Accounting

Possible career routes:

- Banking & Insurance
- Human Resources/Personnel
- Marketing & Advertising
- Retail/Fashion Management
- Sales Executives
- Restaurant/Hospitality Manager
- Events Management
- Call Centres
- Local Government
- Manufacturing
- Transport, Distribution & Logistics
- Procurement/Buying

Accounting N5 is a key function in all organisations. Without effective accounting procedures and accountants to provide timely and relevant information to management, organisations may perform less successfully than they otherwise might. N5 Accounting will build on the knowledge, understanding, information-handling skills and practical abilities gained in National 4 Business or can act as an introduction to accounting.



The purpose of the Course is to enable learners to understand, and make use of, financial information so that they can prepare accounting statements and analyse, interpret and report on an organisation's financial performance. A main feature of N5 Accounting course is the development of numeracy and thinking skills.

The Course has 3 Units of work:

4. Preparing Financial Accounting Information

The aim of this Unit is to allow learners who wish to take advantage of further numeracy-based learning opportunities to develop skills, knowledge and understanding relating to the preparation of financial accounting information for a small business (sole trader).



Learners who complete this Unit will be able to:

- Record straightforward financial accounting transactions to the trial balance stage
- Apply knowledge and understanding of accounting concepts in the preparation of period-end adjustments
- Prepare period-end financial accounting statements that show net profit and net worth

5. Preparing Management Accounting Information

The aim of this Unit is to allow learners to develop their knowledge and understanding of internal accounting information and their ability to prepare such information, using a range of basic accounting techniques. The information produced will be used by management in making decisions about the future planning and control of the business.



Learners who complete this Unit will be able to:

- Describe management accounting concepts (such as classifying different types of costs)
- Prepare management accounting statements (such as job costing, break even and cash budgets)

6. Analysing Accounting Information

The aim of this Unit is to allow learners to develop the skills, knowledge and understanding relating to the interpretation and



analysis of accounting information. The information will be used to assess an organisation's current financial position and performance and assist with decision making and planning.

Learners who complete this Unit will be able to:

- Use accounting information to aid decision making
- Interpret and evaluate business performance to aid planning

Assessment:

- 3 x Internal Assessments (one for each unit)
- Course Assessment (Internal Assignment and Exam Question Paper)

Homework:

- Approximately one formal piece of homework every 2 weeks

Progression:

- Higher Business Management
- Higher Accounting

Possible career routes:

- Financial Accountant
- Management Accountant
- Corporate Finance
- Tax & Treasury
- Finance
- Banking
- Investment Banking
- Financial Advisor
- Insurance
- Payroll Assistants
- Invoice Clerk/Credit Controller
- Book Keeper

