

Department: Computing & Business

Subject: Administration & IT

National 5 Level

In order to pass this subject at National 5 level, pupils must internally pass the following individual units:

(List & Name)

Unit 1	Administrative Practice
Unit 2	IT Solutions for Administrators
Unit 3	Communication in Administration.

Pupils also must produce the following portfolio/project etc:

Course Assignment (100 marks)
Complete in school (4 hours)– but marked externally by SQA
This is then graded A - D

Finally pupils must sit an exam.

Give details of the type of exam:

No exam

Are there any other aspects which contribute to the final pass?

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