S3 N5 Admin & IT Weekly Scheme of Work

Week in Year	Week in Unit	Date	Unit	Topic	Sub Topic	Resources
1	1	13/08/2020	Theory	Administrative theory in the workplace	tasks (duties) of administrators / skills/qualities of administrators	Leckie leckie N5 Admin & IT Book / Bright Red N5 Admin & IT / Hodder Gibson N5 Admin & IT / Bright Red Digital Zone / SQA Past papers
2	2	20/08/2020	Theory	Customer Service	Features, benefits & consequences	See week 1
3	3	27/08/2020	Theory Review	Administrative theory in the workplace/Customer Service	Review of all theory	See week 1
4	4	03/09/2020	IT applications	Word-processing/Desktop publishing	Keyboarding/touch typing	https://businessdegrees.uab.edu/mis-degree-masters/business-keyboarding-skills/ https://rapid-typing-tutor.en.softonic.com/
5	5	10/09/2020	IT applications	Word-processing/Desktop publishing	Keyboarding/touch typing	See week 4
6	6	17/09/2020	IT applications	Word-processing/Desktop publishing	House Style, Formatting, Templates, Creating & Enchancing tables	See week 1
7	7	24/09/2020	IT applications	Word-processing/Desktop publishing	Manuscript Correction signs, Practice task 1	See week 1
-	-	25/09/2020		September Weekend	Start	
-	-	29/09/2020		September Weekend	End	
-	-	30/09/2020	IT applications	Word-processing/Desktop publishing	Practice task 2 & 3	See week 1
8	8	01/10/2020	IT applications	Word-processing/Desktop publishing	Exam practice	See week 1
9	9	08/10/2020	IT applications	Word-processing/Desktop publishing	Layout of business letters, memorandums and booklets	See week 1
		12/10/2020		Mid-term holiday	Start	
10		15/10/2020				
		17/10/2020		Mid-term holiday	End	
11	10	22/10/2020	Revision	Revision	Revise Theory and word-processing	See week 1
12	11	29/10/2020	Revision	Revision	Revision and Test	See week 1
13	1	05/11/2020	Theory	Health & Safety	features of current legislation, key organisational responsibilities in terms of health and safety	See week 1
14	2	12/11/2020	Theory	Security of people, propery and information	key organisational responsibilities, features of current legislation	See week 1
15	3	19/11/2020	IT applications	Databases	What is a database?, types of databases, creating forms	See week 1
16	4	26/11/2020	IT applications	Databases	Creating reports, creating labels, searching and sorting databases	See week 1
17	5	03/12/2020	IT applications	Databases	Practice task 1, Practice task 2	See week 1
18	6	10/12/2020	IT applications	Databases	Bright Red Digital Zone	See week 1
19	7	17/12/2020	IT applications	Databases	Exam practice questions	See week 1
20	-	24/12/2020		Winter break	Start	
21	-	31/12/2020				
-	-	05/01/2021		Winter break	End	
22	8	07/01/2021	IT applications	Databases/Wordprocessing	Importing databases into word processing software	See week 1
23	9	14/01/2021	Revision	Revision	Revision	See week 1
24	10	21/01/2021	Revision	Revision	Revision and Test	See week 1
25	1	28/01/2021	Theory	Sources of Information from the Internet	features of reliable sources of internet information, benefits of using reliable internet sources of information, consequences of using unreliable internet sources of information.	See week 1
26	2	04/02/2021	Theory	File Management	Features of file management, benefits of good file management, consequences of poor file management	See week 1
-	-	06/02/2021		Mid-term holiday	Start	
-	-	09/02/2021		Mid-term holiday	End	
27	3	11/02/2021	IT applications	Spreadsheets	What is a spreadsheet?, formatting, formulae, Conditional formatting, linking and referencing cells and making graphs	See week 1
28	4	18/02/2021	IT applications	Spreadsheets	Practice task 1, Practice task 2	See week 1
29	5	25/02/2021	IT applications	Spreadsheets	Bright Red Digital Zone	See week 1
30	6	04/03/2021	IT applications	Spreadsheets	Bright Red Digital Zone	See week 1
31	7	11/03/2021	IT applications	Spreadsheets	Exam practice questions	See week 1
32	8	18/03/2021	IT applications	Spreadsheets	Exam practice questions	See week 1
33	9	25/03/2021	IT applications	Spreadsheets	Extra tasks/revision	https://blogs.glowscotland.org.uk/nl/ColtnessHS-Mrs_Bennie/national-45-admin-it/
34	9	01/04/2021	Revision	Revision	Revision & Test	See week 1
-	-	02/04/2021		April Holiday	Start	
35	10	08/04/2021		Easter School	Revision of Unit 1, 2 & 3	See Week 1 SQA Past Papers
36	11	15/04/2021		Easter School	Past papers workshop	See Week 1 SQA Past Papers
		17/04/2021		April Holiday	End	
37	1	22/04/2021	Revision	Revision	Revision of theory	See week 1
38	2	29/04/2021	Revision	Revision	Revison of theory	See week 1
		03/05/2021		May day/Ramadan/Eid holiday	Start	
39	3	06/05/2021				
40	4	13/05/2021				
		15/05/2021			End	
41	5	20/05/2021	Revision	Revision	Past papers	See week 1
42	6	27/05/2021	Revision	Revision	Past papers	See week 1
43	7	03/06/2021	Revision	Revision	Past papers	See week 1
44	8	10/06/2021	Exam	Exam	End of Year Exam	See week 1
45	9	17/06/2021				
46	10	24/06/2021				