S3 N5 Admin & IT Weekly Scheme of Work						
Week in Year	Week in Unit	Date	Unit	Торіс	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://businessdegree s.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 29/09/2020		September Weekend September Weekend	Start End	
-			IT	Word-processing/Desktop		Const.
	•	30/09/2020	applications IT	publishing Word-processing/Desktop	Practice task 2 & 3	See week 1
9	8	01/10/2020	applications IT	publishing Word-processing/Desktop	Exam practice Layout of business letters, memorandums and booklets	See week 1
9	9		applications	publishing Mid torm holiday	Layout of business letters, memorandums and booklets	See Week 1
10		12/10/2020 15/10/2020		Mid-term holiday	Start	
	10	17/10/2020 22/10/2020	Revision	Mid-term holiday	End Revise Theory and word-processing	San week d
11 12	10 11	22/10/2020 29/10/2020	Revision Revision	Revision Revision	Revise Theory and word-processing Revision and Test	See week 1 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	аррисасіонз	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		. , . , .		Revision	Revision	Coo wook 1
24	9	14/01/2021	Revision		Povicion and Tost	See week 1
25	9 10 1		Revision Revision Theory	Revision Sources of Information from the Internet	Revision and Test 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 See week 1
	10	14/01/2021 21/01/2021	Revision	Revision Sources of Information from	features of reliable sources of internet information, benefits of using reliable internet sources of information, consequences of using unreliable internet sources of information. Features of file management, benefits of good file	See week 1
25	10	14/01/2021 21/01/2021 28/01/2021 04/02/2021 06/02/2021	Revision Theory	Revision Sources of Information from the Internet File Management Mid-term holiday	features of reliable sources of internet information, benefits of using reliable internet sources of information, consequences of using unreliable internet sources of information. Features of file management, benefits of good file management, consequences of poor file management.	See week 1
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