

HIGHER ADMIN & IT – MISS MCLEISH’S GROUP

HOME LEARNING SCHEDULE

APRIL – JUNE 2020

Please send work to your teacher when completed – email addresses are at the bottom of the page

TOPIC/DATE	RESOURCES NEEDED	TASK TO COMPLETE	ESTIMATED TIME TO COMPLETE	COMMENTS
INTRODUCTION TO COURSE				
Week Beginning 25 th May- Practical Word Processing	Word Processing Booklet, Word Processing Files Lesson Instructions Word Document, Introduction to Higher Admin PowerPoint	Task 4, 7, 8, 9, 12	2 hours	If you have access to a computer and access to Microsoft Office, then you should start working through the Practical Tasks. We are going to start off with the Word Processing Unit to develop our skills on Microsoft Word. If you do not have access to a computer/Microsoft Word and are viewing this on a phone/tablet, then please work through the Theory Tasks. The theory tasks can be completed on paper and a picture of them emailed to me. If you are serious about attempting the Higher course then you will be expected to complete tasks from Week Beginning 22 nd June over the holidays.
Week Beginning 25 th May- Theory Customer Care	Customer Care PowerPoint Theory notes booklet	Mission Statement Complaints Customer Services Research Methods Class Assessment	2 hours	
Week Beginning 1 st June- Practical Word Processing	Word Processing Booklet Word Processing Files Lesson Instructions Word Document	Task 13, 18, 21, 24, 27	2 hours	
Week Beginning 1 st June- Theory Time and Task Management	Time and Task Management PowerPoint Theory notes booklet	Time and Task Methods Target Setting Time Stealers Time Management Class Assessment	2 hours	

BUSINESS AND COMPUTING – HOME LEARNING SCHEDULE UNTIL JUNE 2020

Week Beginning 8 th June- Practical Word Processing	Word Processing Booklet Word Processing Files Lesson Instructions Word Document	Task 30, 36, 38	2 hours	
Week Beginning 8 th June- Theory	Legislation PowerPoint Theory Notes booklet	Data Legislation Data Scenarios Health and Safety Legislation Class Assessment	2 hours	
Week Beginning 15 th June- Practical Word Processing	Word Processing Booklet Word Processing Files Lesson Instructions Word Document	Task 46, 47, 50, 51	2 hours	
Week Beginning 15 th June- Theory Meetings	Meeting PowerPoint Theory Notes booklet	Office Bearers Documentation Technology in Meetings	2 hours	
Week Beginning 22 nd June- Practical SQA Past Papers	SQA Assessment PDF's, SQA Files Lesson Instructions Word Document	Word Processing Tasks from the 2015, 2016, 2017 SQA Past Papers	3 hours	
Week Beginning 22 nd June- Theory SQA Past Papers	SQA Assessment PDF	Theory Questions from the following Past Papers: 2015 Q1, 4, 7 2016 Q1, 4, 7, 8 2017 Q1, 4, 6	3 hours	

TEACHER EMAIL ADDRESSES

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