

NATIONAL 4/5 ADMIN & IT – MISS MILLER & MRS DEXTER’S GROUP

HOME LEARNING SCHEDULE

MARCH – JUNE 2020

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

TOPIC	RESOURCES NEEDED	TASK TO COMPLETE	ESTIMATED TIME TO COMPLETE	COMMENTS
UNIT TITLE				
1. Skills and Qualities of Admin Assistant	Youtube or PowerPoint Worksheet	Read PowerPoint info Complete worksheet	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
2. Tasks and Duties of Admin Assistant	Youtube or PowerPoint Worksheet	Read PowerPoint info Complete worksheet	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
3. Job Specifications and Person Specification	Exam style questions Written answers or typed up	Use exam style questions and example provided to answer	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
4. Revision	Word to type up job advert Paper to create mind map Internet to research and screenshot	Revise work over the last few weeks and complete either a typed up job advert, an Admin Assistant mind map or find a job	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher

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		advert online to screenshot		
5.E-mail	Youtube Glow (Outlook)	Example of “perfect email” to be looked over Pupils to use template to send an email and then create their own	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
6.E-mail theory	Youtube Glow	Advantages and disadvantages of email Adding attachments Pupils to send email with attachment	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
7. E-mail features	Youtube Glow	High Priority & CC	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
8. E-diary	Youtube Glow	Pupils to add one off event to e-diary and add reminder- tutorial available	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
9. Customer care	Powerpoint/youtube for clips	Take notes on customer care	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher

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10. Customer care	IPlayer/youtube	Watch full episode with questions	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
11. Internet research	Travel arrangements: flight & train tickets	Reading task information and using internet to research. Screenshot or write down information found.	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
12. Internet research	Finding accommodation online	Reading task information and using the internet to research. Screenshot or write down information found.	1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
13. Revision week	All resources previously used		1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher. Any problems please email your teacher
14. Assessment	Online quiz		1 lesson	Type up and email to your teacher or write on the sheet or on paper and take a picture and email to your teacher.

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TEACHER EMAIL ADDRESSES

Mrs Dexter: gw10dextermrs@glow.ea.glasgow.sch.uk

Miss Halliday: shalliday@glow.sch.uk

Miss Miller: gw18millerroisin@glow.ea.glasgow.sch.uk

Miss McLeish: gw18mcleishnatalie@glow.ea.glasgow.sch.uk

Mr Weller: gw20wellerian@glow.sch.uk