

**S3 ADMIN & IT – MRS DEXTER AND MISS MCLEISH’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
<b>UNIT TITLE</b>				
1. Spreadsheets: Revision of terms and basic formula	Introduction to Spreadsheets Home Learning Booklet	Read and complete tasks 1, 2 and 3	1 hour	Microsoft Excel is needed. You can download Office to 5 devices. Electronic files when needed will be uploaded to teams and show my homework. All other exercises will be uploaded on a weekly basis along with help sheets. For any pupil struggling to access teams/show my homework please email me and I will email all resources to your glow email. If you have forgotten your glow email, please email me from your personal email and I will reset your password/ give you your username. Please email me all finished tasks and I will mark them and provide you with feedback on them. If anyone is struggling to gain access to WIFI or a laptop, please email me and I can provide you with alternative work which you can view on your phone and can answers questions on paper. You can take a picture of these answers and email me it and I will mark it.
2. Spreadsheets: Formatting and Adding to cells together	Help Sheet Formatting File Adding 2 Cells Files	Complete formatting and adding 2 cells tasks	1 and a half hours	
3. Spreadsheets: Basic Formula and Creation of Spreadsheets	Basic Formula SS Booklet	Tasks 1–3 (SUM) Tasks 4-7 (Multiplication)	2 hours	
4. Spreadsheets: Basic Formula and Creation of Spreadsheets	Basic Formula SS Booklet	Tasks 8 –10 (Division) Tasks 11–12 (Subtraction)	2 hours	
5. Spreadsheets: Basic Formula and Creation of Spreadsheets	Basic Formula SS Booklet Other Formulas Files	Tasks 13 and 14	2 hours	
6. Spreadsheets: Charting	Charting Booklet Files	Complete all tasks	2 hours	
7. Spreadsheets	Spreadsheet Assignment Task	Complete Assignment	1 hour	

BUSINESS AND COMPUTING – HOME LEARNING SCHEDULE UNTIL JUNE 2020

	Spreadsheet Assignment files			
8. Databases: - Key Terms	PowerPoint Database WS	Complete Database WS	1 hour	Email to your teacher
11. Databases: Introduction to Databases	Introduction to Databases Booklet PowerPoint Helpsheets Videos	Complete Database Intro Tasks	2-3 hours	<p>All Work for Database files and booklets will be uploaded on a weekly basis to Teams and SMHW.</p> <p>Please complete the tasks in the order shown, it makes it easier for you to work through the Unit otherwise you will get confused and will be unable to complete it.</p> <p>Please email all finished tasks to your teacher.</p>
12. Databases: Editing Databases	Database Editing Booklet PowerPoint Helpsheets Videos	Complete Editing Tasks	2-3 hours	
11. Databases: Introduction to using Forms	Introduction to Forms Booklet PowerPoint Helpsheets Videos	Complete Form Tasks	2-3 hours	
12. Databases: Introduction to Queries	Introduction to Queries Booklet PowerPoint Helpsheets Videos	Complete Query Tasks	2-3 hours	
13. Databases: Introduction to Reports	Introduction to Reports Booklet PowerPoint Helpsheets Videos	Complete Report Tasks	2-3 hours	
14. Database Assignment	Database Assignment Task Database Assignment Files	Complete Database Assignment	1 hour	

### **NEXT STEPS**

If you have chosen National 4 or 5 Administration for next year, starting in August 2020, notify Mrs Dexter by email or post in Teams  
You will then be added to the new Administration class team  
Work will be set for you in the same format as this  
You will be expected to do the National work before joining the class in August 2020

### **TEACHER EMAIL ADDRESSES**

**Mrs Dexter:** [gw10dextermrs@glow.ea.glasgow.sch.uk](mailto:gw10dextermrs@glow.ea.glasgow.sch.uk)

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