

NATIONAL 4/5 ADMIN & IT – MRS DEXTER & MISS MILLER
HOME LEARNING SCHEDULE (NEW TIMETABLE)
MAY – JUNE 2020

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

DATE ISSUED	RESOURCES NEEDED	TASK TO COMPLETE	DUE DATE	COMMENTS
INTRODUCTION/THE ADMIN ASSISTANT				
26 May 2020	Log in to Teams, click on the files tab at the top and then: Class Materials Home Learning May – June 20 26 May 2020	Read the Course Introduction PowerPoint and complete the Survey Task	1 June 2020	If you have any questions about the course, please e-mail us and we will reply to you.
2 June 2020	From Teams access the files tab and folder 1 June 2020. Task 1 – The Skills and Qualities of an Admin Assistant (PowerPoint and task sheet) Typing Score Sheet	Read PowerPoint and complete Task 1 Complete ten minutes a day using the Typing Website. Record this score	9 June 2020	Email an electronic copy to your teacher, alternatively take a picture and email it. Also let your teacher know how you got on with the typing website. Any problems please email your teacher
9 June 2020	From Teams access the files tab and folder 9 June 2020. Task 2 - Tasks and Duties of Admin Assistant Typing Score Sheet	Read PowerPoint and complete Task 2	16 June 2020	Email an electronic copy to your teacher, alternatively take a picture and email it. Also let your teacher know how you got on with the typing website. Any problems please email your teacher

BUSINESS AND COMPUTING – HOME LEARNING SCHEDULE UNTIL JUNE 2020

16 June 2020	From Teams access the files tab and folder 16 June 2020. Task 3 - Job Specification and Person Specification Typing Score Sheet	Read Information and complete Task 3	22 June 2020	Email an electronic copy to your teacher, alternatively take a picture and email it. Also let your teacher know how you got on with the typing website. Any problems please email your teacher
22 June 2020	From Teams access the files tab and folder 22 June 2020. Revision Check Task Typing Score Sheet	Revise work over the last few weeks and complete the Revision Check Task	24 June 2020	Email an electronic copy to your teacher, alternatively take a picture and email it. Also send your teacher a copy of the Typing Score sheet that you have completed this month. Any problems please email your teacher

TEACHER EMAIL ADDRESSES

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

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