

**S3 ADMINISTRATION & IT
HOME LEARNING SCHEDULE
MAY - AUGUST 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	DEADLINE	COMMENTS
INTRODUCTION & GETTING TO KNOW YOU				
26 May 2020	<ul style="list-style-type: none"> • Introduction PowerPoint • Link for survey 	<ol style="list-style-type: none"> 1. Read PowerPoint which is available on Teams 2. Download software 3. Complete survey 	1 June 2020	Log into Teams and access the “Files” tab. There is a folder called “Introduction” where you will find the files you need
INTRODUCTION TO THE ROLE OF ADMIN ASSISTANT				
1 June 2020	<ul style="list-style-type: none"> • PowerPoint • Link for YouTube video • Word document with questions 	<ol style="list-style-type: none"> 1. Read PowerPoint which is available on Teams 2. Watch video & answer questions 3. Take brief notes 	8 June 2020	<p>The answers to your questions and your notes can be written or typed.</p> <p>You may need to pause the video throughout to answer the questions</p>
8 June 2020	<ul style="list-style-type: none"> • PowerPoint • Mind map worksheet 	<ol style="list-style-type: none"> 1. Read over notes from last week 2. Complete the mind map diagram 	15 June 2020	This will reinforce your learning from last week and put all your important information in one place
USING THE INTERNET TO FIND INFORMATION				
15 June 2020	<ul style="list-style-type: none"> • Booklet with information • Task sheet 	<ol style="list-style-type: none"> 1. Read the booklet which is available on Teams 2. Use the internet to find website examples as instructed 3. Complete the worksheet by hand or on the computer 	22 June 2020	You may want to take some brief notes from this booklet but it is not necessary!

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