

Department of Business Studies and Computing Science



Higher Administration & IT

Week Beginning	Planned Learning
1 March (6 periods)	Practical - Revision of sumifs, countifs, lookups (4 periods) Pupils will complete Past Paper spreadsheet tasks focussing on these formulae. Booklet – Using Complex Formula Theory – Completion of Section 6 – Communication (2 periods) Pupils to finish this unit, completing activities and specimen SQA questions at end of unit.
8 March (6 periods)	Practical - Revision Advanced Word Processing Skills (4 periods) Teacher led revision of key skills such as section breaks, heads/footers. Pupils will complete Past Paper Exercises. Theory - Revision of Section 1 (Time and Task Management) (2 periods) SQA past examination practice
15 March (6 periods) Possible return of pupils to classroom teaching.	Practical - Assignment Revision 4 periods Integrated Tasks – SQA Past Papers Theory - Revision of Section 2 & 3 – Effective Teams & Work Place Regulations (2 periods) SQA past examination practice
22 March (6 periods)	Practical - Assignment Revision 4 periods Integrated Tasks – SQA Past Papers Theory - Revision of Section 4 – Impact of ICT on Working Practices – 2 periods SQA past examination practice
29 March (4 periods)	Practical - Assignment Revision 4 periods Integrated Tasks – SQA Past Papers Theory - Revision of Section 5 – Features of Good Customer Care (2 periods) SQA past examination practice
5 April	Easter Holidays
12 April	Easter Holidays – Easter Supported Study
19 April (6 periods)	Practical - Assignment Revision 4 periods Integrated Tasks – SQA Past Papers Theory - Paper 1 Revision (2 periods) All units – SQA Past Papers
26 April (6 periods)	SQA – past paper examination practice for both practical assignment and theory paper
3 May (6 periods)	Spring Assessments 1 & 2 – pupils will undertake final examination consisting of a theory paper and practical assignment late April or early May 2021.

WORK TOGETHER

LEARN TOGETHER

ACHIEVE TOGETHER