

Department of Business Studies and Computing Science



N5 Administration & IT

Week	Planned Learning
Beginning	
1 March (2 periods)	<u>Preparation for Spring Assessment 1 (SQA Exam)</u> All pupils will be working through SQA past papers developing spreadsheets skills. Pupils will be issued with theory revision questions to complete at home.
8 March (2 periods)	<u>Preparation for Spring Assessment 2 (SQA Assignment)</u> All pupils will be working through SQA past papers developing skills in the use of presentation software (PowerPoint). Pupils will be issued with theory revision questions to complete at home.
15 March (2 periods) Possible return of pupils to classroom teaching.	<u>Preparation for Spring Assessment 2 (SQA Assignment)</u> All pupils will be working through SQA past papers developing word processing skills. There will be particular emphasis on mail merge using data from a spreadsheet. Pupils will be issued with theory revision questions to complete at home.
22 March (2 periods)	<u>Preparation for Spring Assessment 1 (SQA Exam)</u> Pupils will develop spreadsheet skills further using SQA past papers. Pupils will be issued with theory revision questions to complete at home.
29 March (2 periods)	Spring Assessment 1 (SQA Exam) – pupils will undertake formal examination (1 hour and 30 minutes). This examination will assess spreadsheet skills and theory.
5 April	Easter Holidays
12 April	Easter Holidays
19 April (3 periods)	<u>Preparation for Spring Assessment 2 (SQA Assignment)</u> Pupils will further develop skills in the use of e-diary, internet research, forms and tables, minutes of meeting and agendas, PowerPoint and general word processing tasks.
26 April (3 periods)	<u>Preparation for Spring Assessment 2 (SQA Assignment)</u> Pupils will further develop skills in the use of e-diary, internet research, forms and tables, minutes of meeting and agendas, PowerPoint and general word processing tasks.
3 May (3 periods)	<u>Preparation for Spring Assessment 2 (SQA Assignment)</u> Pupils will further develop skills in the use of e-diary, internet research, forms and tables, minutes of meeting and agendas, PowerPoint and general word processing tasks.
10 May (3 periods)	Spring Assessment 2 (SQA Assignment) – pupils will undertake an SQA Assignment which will last for 3 hours. Pupils will be expected to complete a range of administrative tasks.

WORK TOGETHER

LEARN TOGETHER

ACHIEVE TOGETHER