





N5 ADMINISTRATION

WEEK	DATE	ICT	TESTS
	JUNE	Role of Admin Assistant	
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	JUNE	File Management Intro	
1	12.08-16.08	Word Processing Book 1	
2	29.08-23.08		
3	26.08-30.08	Word Processing Book 2	
4	02.09-06.09		
5	09.09-13.09	WP Editting Exercises	File Management
6	16.09-20.09	WP Editting Exercises	
7	23.09-27.09	WP Editting Exercises	
8	30.09-04.10	Corporate Image	
9	07.10-11.10	Presenting and Communicating Information	
OCTOBER HOLIDAY			
10	21.10-25.10	Powerpoint	
11	28.10-01.11	Outlook/E-Diary	
12	04.11-08.11	Theory of Internet	
13	11.11-15.11	Email and Internet	
14	18.11-22.11	Presenting and Communicating Project	
15	25.11-29.11		
16	02.12-06.12		
17	09.12-13.12		
18	16.12-20.12		
CHRISTMAS AND NEW YEAR			
19	06.01-10.01	Spreadsheet Book 1	
20	13.01-17.01	Spreadsheet Book 2	
21	20.01-24.01		
22	27.01-31.01	Database Book 1	
23	03.02-07.02	Database Book 2	
24	10.02-14.02		
25	17.02-21.02	HASAWA	
26	24.02-28.02	Security	
27	02.03-06.03		
28	09.03-13.02	Word Processing Book 3	
29	16.03-20.03		
30	23.03-27.02	Word Processing Book 4	
31	30.03-03.04		
EASTER HOLIDAY			
32	20.04-24.04	Revision	
33	27.04-01.05	Glasgow Games Past Paper	
34	04.05-08.05	Morvens Cakes Past Paper	
35	11.05-15.05	School Trip Past Paper	
36	18.05-22.05	Scotland Cares Past Paper	
37	25.05-29.05	Sounds on the Shore Past Paper	